



2017 OSU TRAVEL REFERENCE SHEET- RO

Effective 1/1/2017 – 12/31/2017

Meals: Meals and incidental expenses are *generally* reimbursed at a per diem rate without the necessity for actual receipts, unless group travel or other circumstances apply ([FIS Travel Policy 411](#)). However, meals that are part of a conference registration package or are included in meetings, must be deducted from the meal per diem.

Meals & Incidental Expenses Per Diem Rates			
Oregon and Out-of-State Low Cost Cities	\$57.00/day -or- Breakfast = \$14.25 Lunch = \$14.25 Dinner = \$28.50	Out-of-State High Cost Cities	\$68.00/day -or- Breakfast = \$17.00 Lunch = \$17.00 Dinner = \$34.00
Per Diem Links: US States and Localities (http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us) International Localities (http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign) High Rate Locations (http://transportation.oregonstate.edu/sites/fa.oregonstate.edu/files/Baff/Travel/2017_high_cost_locations.pdf)			

Meal Allowance for **One Day Trip** (No overnight stay) are taxable, overtime meals. They can be claimed if:

- Depart before 6:00 AM, 25% per diem (Breakfast)
- Return after 7:00 PM, 50% per diem (Dinner)
- Lunch on a one-day trip is NOT reimbursable

Meal Allowance for **Multiple Day Trip** (overnight) are nontaxable reimbursements. They can be claimed if:

Initial Day of Travel		Final Day of Travel	
Leave*	Meal Allowance	Return*	Meal Allowance
Prior to 7am	Breakfast, Lunch, Dinner	Prior to 12pm	Breakfast
From 7am to 12:59pm	Lunch and Dinner	12pm to 5:59pm	Breakfast, Lunch
At 1pm and after	Dinner Only	6pm and after	Breakfast, Lunch, Dinner

**Departure and return times are based on a typical 8am to 5pm work day. If the traveler has a different work schedule, please include the official schedule with the reimbursement.*

Private Vehicle Mileage Reimbursement Rate = \$.535/mile

Non-Reimbursable Expenses ([FIS 411-09](#))

- Home-to-office travel
- Deviations from the most direct and usually traveled route
- Parking at PDX in Non-Economy Lot
- Inflight WiFi needs Business Justification
- Expenses incurred because the employee is accompanied by family member
- Travel expenses associated with personal travel (i.e. personal travel insurance)
- Alcoholic beverages
- Meal expenses above the per diem rates
- Lodging expenses above the per diem rates
- Tips/gratuity
- Interest on personal credit cards
- Mileage reimbursement for non-private vehicles
- GPS navigation units
- Personal travel upgrades
 - Airfare (select seating preferences, early check-in, etc.)
 - Lodging (king-size room instead of single room, etc.)
 - Transportation (limo service, rental car add-ons, etc.)
- Meals when provided with conference or lodging accommodations