



2015 OSU TRAVEL REFERENCES SHEET

Commonly Used Travel Account Codes			
	Domestic	Foreign	Both
Employee Travel	39115	39615	
Non-Employee Travel	39117	39645	
Group/Team Travel	39119	39646	
Taxable Travel - Employee			39712
Taxable Travel - Nonemployee			39742

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. See FIS Travel Policy 411. However, meals that are part of a conference registration package, or 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	\$52.00/day -or- Breakfast = \$13 Lunch = \$13 Dinner = \$26	Out-of-State High Cost Cities	\$65.00/day -or- Breakfast = \$16.25 Lunch = \$16.25 Dinner = \$32.50
Recent per diem rates for US States and locality rates: http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us			
Recent per diem rates for international localities rates: http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign			

Partial Day Per Diem Rates (involving an overnight stay)			
Initial Day of Travel - Leave	Prior to 7:00 AM	7:00 AM to 12:59 PM	1:00 PM and after
Meal Allowance	Breakfast, lunch, dinner	Lunch, dinner	Dinner
Final Day of Travel – Return	Prior to Noon	12:00 to 5:59 PM	6:00 PM and after
Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner

Meal Allowance For Day Trip Only (No overnight stay)		
Departure before 6:00 AM	25% per diem (Breakfast)	Use account code 28502 , taxable overtime meals
Return after 7:00 PM:	50% per diem (Dinner)	Use account code 28502 , taxable overtime meals
NOTE: Lunch on a one-day trip is NOT reimbursable		

***Departure and return times are based on a typical 8:00 am to 5:00 pm work day. If the traveler has a different work schedule, note the official schedule on reimbursement.*

Lodging Per Diem Rates	
<i>(Lodging is reimbursed based on actual cost up to the per diem rate for low/high city locations)</i>	
In-State	\$118
In-State Portland, OR Exception	Actual Cost
Out-of-State Low City	\$118
Out-of-State High City	\$186
Conference Exception	Lodging reimbursed at actual and reasonable cost. Attach conference brochure showing location, dates, and conference hotel.
Non-Commercial Lodging	\$25.00

(The High Cost Location Table for CY2015 is posted on Business Affairs Travel page)

Mileage: Private vehicle mileage reimbursement rate is **\$0.575/mile (effective 1/1/2015)**; \$0.560/mile (Effective 7/1/14 to 12/31/14. *(If using Oregon Mileage Chart, you do not need to print out maps, otherwise documentation is required)*)

Rental Cars:

ENTERPRISE/National Rent-A-Car - 1-888-714-3484 Corvallis Office: 541-758-0000

Direct portal for reservations through My OSU Portal – Employee tab

To make reservations through Enterprise, renter must provide the corporate account code provided to Travel Coordinators and Business Centers. Renter must provide the department index code, contact person and phone number to ensure that charges are being billed correctly to the right index code. OSU's contract covers the Limited Damage Waiver (LDW/CDW) insurance; therefore, no other insurance should be purchased.

University Motor Pool - 541-737-4141 Campus address: 3400 Campus Way Corvallis, OR

Webpage - <http://motorpool.oregonstate.edu/>

The University Motor Pool has over 230 vehicles in its fleet to meet the short term and seasonal vehicle needs of faculty, staff and students. To be eligible to rent a university vehicle, all drivers must first submit a Driver's Authorization form and meet certain guidelines. Online reservations can be made. Motor Pool rentals include fuel as part of the per mile rate and in some cases are more economical and convenient.

Airfare:

Azumano Travel – For reservation: 541-757-9792 Toll free: 1-800-334-2929 E-mail: azcorvallis@azumano.com

Teels Travel - For reservation: 541-758-0808 Toll free: 1-800-824-1028 E-mail: travel@travel-planners.com

When booking on-line or with a contracted travel agent, various flight options should be presented. The agency will provide City-Pair fares whenever there is an option available. Once you have chosen a flight, you may contact the agency to begin the reservation process by providing your airfare travel authorization contact information, index code and account code. The airfare departmental approver(s) are then sent an e-mail requesting approval. The ticketing process will not be complete until the agency has gotten a confirmation back from the departmental approver.

See: **Airfare Travel Authorization List** <http://fa.oregonstate.edu/business-affairs/travel>

Helpful Links (updated):

Business Affairs Travel page - <http://fa.oregonstate.edu/business-affairs/travel>

PaCS Travel Portal - <http://fa.oregonstate.edu/pacs/procurement/buy-orange/travel-services>

(Revised- Business Affairs 12/31/14)