

# COLLEGE OF PHARMACY – TRAVEL GUIDELINES

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**OSU travel policies, per diem rates:** <http://fa.oregonstate.edu/business-affairs/travel>

- Expenses associated with official college travel between the Corvallis and Portland campuses for teaching, committee assignments, advising, or administrative duties will be reimbursed at a rate not to exceed the cost associated with Enterprise car rental on the university contract (~ \$35 per day) plus gasoline and parking.
- If parking at the CLSB building in Portland, see Angie or Ian to validate parking under the building, or park in the Schnitzer lot to the north of the CLSB and submit your receipt for reimbursement when you return to Corvallis. There is no street parking near the CLSB.
- When parking in Corvallis, check with Patty to see if the parking permit is available for the lot on Jefferson Street. If it is not, you will need to pay for visitor parking in one of the nearby lots. Submit your receipt for reimbursement when you return to Portland.
- If you decide to use your personal car, the maximum mileage reimbursement will be \$65.

**Faculty will NOT be reimbursed for the following:**

- Mileage less than 30 miles round trip
- Attendance at faculty meetings
- Attendance at the Graduate Student retreat

**Each department chair and the Office of Student Services have the authority to approve funds for faculty travel within the following guidelines:**

- Travel to in-state professional meetings, except when using grant funds, must be pre-approved (before registering for the meeting) in writing by your department chair (or your immediate supervisor) by submitting a travel authorization form.
- Travel to out-of-state professional or business meetings, must be pre-approved (before purchasing tickets or registering for the meeting) in writing by your department chair (or your immediate supervisor) by submitting a travel authorization form.
- In conjunction with the departmental travel authorization form, all international travel being paid with grant funds must include a signed copy from the Office of Post Awards Administration (OPAA) before any travel arrangements are made.
- Travel for junior faculty to present research findings will be given the highest priority, but still must be pre-approved and may be denied if funds are not available.
- **Airfare** reservations can be made using the university approved travel agents. If you opt to purchase your airfare online, you cannot use the departmental purchasing card; you must use your own credit card. You will not be reimbursed for the purchase until after you have returned from your travel. When fares from Eugene exceed the fare from Portland by more than \$100, reimbursement will be limited to the fare from Portland. However, a one night hotel stay at a hotel offering park and ride services near the Portland Airport will be reimbursed up to \$100 total for flights departing before 9 am.
- **Meeting Registration:** Registration fees will be reimbursed at a rate not to exceed the early registration fee. The difference between early and late registration fees will be the responsibility of the traveler. If the traveler is not attending the entire meeting, registration should be for daily rate if this results in cost savings.

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**Lodging:** If the traveler is the only one from the College of Pharmacy attending the meeting, the full single room rate will be paid. When possible, alternate lodging should be identified (depending on convenience of the site, safety, and costs of daily transportation to the conference site). Cost sharing with an attendee from another institution is encouraged. If a spouse, partner, or friend shares the room with a sole College of Pharmacy traveler, the traveler should pay the difference in rate between single occupancy and double occupancy. If more than one person from the College of Pharmacy of the same gender attends the same meeting, a hotel room should be shared, but it is not mandatory.

**Meals** will be reimbursed up to the per diem rates set by the University. Please remember to exclude meals included in meeting registration fees. When the total cost of travel exceeds the available funding, meals will be at the traveler's expense.