

# COP TRAVEL GUIDELINES - 2018

**TRAVEL FROM/TO PORTLAND/CORVALLIS:** Expenses associated with official college travel between the Corvallis and Portland campuses for teaching, committee assignments, advising, or administrative duties will be reimbursed at \$65 per trip if using your personal vehicle. Fill out a TRES reimbursement online for your mileage or submit the information to Angie Mettie, Patty Beaumont, or Debra Peters. You are encouraged to use Enterprise Car Rental when possible as the costs are direct billed to the university, which does not require a travel reimbursement, which decreases processing costs.

**To rent a car online:** Go to [MyOSU](#), login using your ONID login, click “Employee” under the MyOSU tab, go to Employee Quick Links on the right side of the page, and click “Enterprise Car Rental.” You will be taken to the OSU Enterprise web page. Click “select” for OSU Employees on Business. Fill out the rental request. You will need the OSU Index code to which the rental will be billed. When renting the car, do not accept any additional insurance as you are covered as an employee. Turn in the pink receipt to the office with any supporting documentation for the trip such as a meeting agenda, course schedule if teaching, or write the purpose of the trip on the receipt.

**PARKING IN PORTLAND OR CORVALLIS:** If traveling from Corvallis to Portland, park in the garage underneath the CLSB. Take a ticket, and park in the lower lever (P2). Have Angie Mettie or Elena Montalto validate your parking ticket. If traveling from Portland to Corvallis, contact Patty Beaumont or Andrea Friesen well in advance of your trip to reserve the COP parking spot. If the parking spot is not available, you will either need to purchase a daily permit online at <http://transportation.oregonstate.edu/parking/visitors#Daily> or purchase parking when you arrive at a metered space.

**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
- Attendance at Graduation

**CONFERENCE TRAVEL:** Travel to in-state or out-of-state professional meetings, or business meetings must be pre-approved (before registering for the meeting) in writing by your department chair or your immediate supervisor. (See Travel Authorization form on page 3.) The travel authorization form is given to Angie Mettie (Portland), or Patty Beaumont (Corvallis) and kept on file. **Please also include a copy of the agenda, or other documentation for the conference with your travel authorization form.**

**INTERNATIONAL TRAVEL:** In conjunction with the departmental travel authorization form, all **international travel being paid with grant funds** must include a [Foreign Travel Authorization](#) form approved/signed by the Office of Post Awards Administration (OPAA) before any travel arrangements are made.

**AIRFARE** reservations can be made either through the [university approved travel agent, CI Azumano](#) (1-800-334-2929) or can be purchased by the traveler using their own funds. Airfare purchased through the approved travel agent is direct billed to the university. If you opt to purchase your own airfare online, you will not be reimbursed for the cost until you return from your trip. Documentation is required.

**MEETING REGISTRATION** can be purchased with the departmental VISA purchasing card. You cannot use the departmental card to make donations to the organization, special meals/banquets or other non-registration related purchases. Lodging cannot be purchased with the departmental credit card unless it is

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combined with the registration fee. See Angie Mettie, Patty Beaumont or Debra Peters to assist with registration. It is advisable to register for meetings early enough to avoid paying any late registration fees. Registration can also be paid using a personal credit card, however you cannot be reimbursed for the fees until after you return from the conference.

**LODGING:** If the traveler is the only one from the College of Pharmacy attending the meeting, the full single room rate will be paid. Cost sharing with an attendee from the college or another institution is encouraged but not required. 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. Alternate lodging such as a Bed & Breakfast, AirBnB, rentals through VRBO or other rental sites is allowed. Complete and detailed receipts are required showing all charges including nightly room charge, all other fees, and lodging taxes must clearly be shown on the receipt. A detailed description of why alternative lodging was used, along with the names of others sharing the alternative lodging must be submitted with your reimbursement request.

**MEALS** will be reimbursed up to the per diem rates set by the University. Receipts are unnecessary and will not be accepted. When submitting your travel reimbursement, remember to exclude meals included in meeting registration fees or provided at the conference.

**REIMBURSEMENT REQUESTS:** When you return from traveling, it is helpful to whoever is processing your reimbursement request to have a reimbursement worksheet. (See attached, page 4.) Fill out the form as completely as possible. Indicate which meals you are claiming and include an explanation of any unusual circumstances. Submit your request with any receipts you may have (taxi, shuttle, tolls, baggage fees, etc.) to Angie or Lindsay in Portland, or Patty, Andrea or Debra in Corvallis. When you return from traveling, you have 60 days in which to submit your reimbursement request. Requests submitted after 60 days may be rejected, or a special Memorandum of Understanding from the HSBC may be required. The MOU states that you will submit reimbursement requests in a timely manner and that within the next 2 years you fail to submit your reimbursement request within 60 days, your request will be rejected.

For more information on Travel through OSU, click this link: <http://fa.oregonstate.edu/business-affairs/travel>

See page 5 and 6 for more travel related items.

**TRAVEL AUTHORIZATION FORM**  
(To be submitted and approved PRIOR to travel)

DATE: (mm/dd/yy)

TRAVELER: OSU ID#:

DESTINATION: INDEX #

DEPART DATE: (mm/dd/yy) RETURN DATE: (mm/dd/yy)

EVENT AND/OR PURPOSE OF TRIP: *Be specific – do NOT use acronyms, i.e. ACCP, ACPE. Spell out every word. How does this travel meet the college/university’s business purpose? Justify your reason for traveling.*

TRAVELER SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
[Statement by Dean, Director, Department Chair, PI: By signing this form, I certify that this trip is necessary and that required funds are available for this expenditure.]

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**FOR FOREIGN TRAVEL USING GRANT FUNDS:**

All foreign travel on GRANT funds must be approved by the Office of Post Award Administration (OPAA).

A GRANT TRAVEL AUTHORIZATION FORM MUST BE FILLED OUT, SENT TO AND APPROVED BY OPAA  
**PRIOR TO TRAVEL**

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**TRAVEL REIMBURSEMENT WORKSHEET**

(Use this form when submitting your receipts for reimbursement)

**Name:**

**OSU ID #:**

**Destination(s):**

**Per Diem:** Indicate which meals you are claiming per diem while traveling

All meals

No meals

Some meals (specify dates below, B = breakfast, L = lunch, D = dinner)

Enter per diem estimate

Per diem rates in Oregon & low cost cities: B = \$14.25, L = \$14.25, D = \$28.50

Out-of-State/High cost cities: B = \$17, L = \$17, D = \$34 (effective 1/1/18-12/31/18)

**Private auto mileage:** Please indicate if you have private auto mileage for reimbursement.

ADD: Mileage from work to airport, round trip (@ 54.5 cents/mile)

Other mileage, specify

**Other Expenses:** Please mark all that apply and indicate the amount to be reimbursed.

The HSBC requires original receipts for all expenses. VISA statements do not qualify as a receipt.

Airfare (paid by you)	Amount:	Other (specify)	Amount:
Hotel	Amount:		
Taxi	Amount:		
Car Rental	Amount:		
Gas	Amount:		
Parking	Amount:		
Shuttle	Amount:		

**Total Estimated reimbursement:**

1. A Travel Authorization form is to be signed by the traveler and their supervisor, and submitted BEFORE submitting this form for travel expense reimbursement.
2. Original receipts required; hotel receipt must be itemized.
3. If you purchased your own airfare, your boarding pass must be provided as proof of travel, in addition to your airfare confirmation/receipt.



## 2018 OSU TRAVEL REFERENCES SHEET

(subject to change, see OSU website for current information)

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

<b>Meals &amp; Incidental Expenses Per Diem Rates</b>			
Oregon and Out-of-State Low Cost Cities	<b>\$57.00/day -or-</b> Breakfast = <b>\$14.25</b> Lunch = <b>\$14.25</b> Dinner = <b>\$28.50</b>	Out-of-State High Cost Cities	<b>\$68.00/day -or-</b> Breakfast = <b>\$17.00</b> Lunch = <b>\$17.00</b> Dinner = <b>\$34.00</b>
<b>Recent per diem rates for US States and locality rates:</b> <a href="http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us">http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us</a>			
<b>Recent per diem rates for international localities rates:</b> <a href="http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign">http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign</a>			

<b>Partial Day Per Diem Rates (involving an overnight stay)</b>			
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

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

*\*\*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.*

<b>Lodging Per Diem Rates</b>	
<i>(Lodging is reimbursed based on actual cost <b>up to</b> the per diem rate for low/high city locations)</i>	
<b>In-State</b>	<b>\$134</b>
<b>In-State Portland, OR Exception</b>	<b>Actual Cost</b>
<b>Out-of-State Low City</b>	<b>\$134</b>
<b>Out-of-State High City</b>	<b>\$216</b>
<b>Conference Exception</b>	Lodging reimbursed at actual and reasonable cost. Attach conference brochure showing location, dates, and conference hotel.
<b>Non-Commercial Lodging</b>	<b>\$25.00</b>

(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](mailto:azcorvallis@azumano.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)