

Department of Environmental & Molecular Toxicology

TRAVEL TIPS

EMT Travel Coordinator 737-1768
ALS 1007

Travel Preapproval

A Preapproval Travel Request form - for **any** and **all** travel (including in state)** – MUST be completed and signed by both the traveler and the respective PI and submitted to the EMT Travel Coordinator **before** the airfare can be authorized or before the first date of travel (for in state travel). Upon submission of the form, travel can commence and/or travel arrangements can be completed.

*** International travel on grant funds requires additional preapproval from the Office of Post-Award Administration (OPAA). If traveling internationally on grant funds, please see EMT Travel Coordinator ASAP.*

The Preapproval Travel Request form is available via the EMT website at: [EMT Travel Preapproval Form](#).

Purchasing Airfare through a contracted travel agency

- Call the travel agency (**Teel's Travel 758-0808 or Azumano/Away Travel 757-9792**) and make your reservations.
- Ask your travel agent to email, EMT Travel Coordinator with "Request to Approve Airfare".
- Pick-up tickets from the EMT Office (you will be notified by email when they are delivered).

Purchasing your own airfare (via the internet or other source)

- **Traveler is required to obtain a written quote from one** of the contracted travel agencies showing the cost of the most economical direct route of travel as justification before using a non-contracted agency that offers lower cost airfare.
- Before using *non-contracted agencies*, individuals should ask themselves the following:
 1. How much time do you really spend to find a better fare and schedules via the internet?
 2. What are the ticket restrictions and associated fees?
 - Refundable?
 - Changeable?
 - Exchangeable?
 - Transferable?
 3. Are there additional costs to the advertised fare? Ticketing fees? Airport fees?
 4. Do you have access to current rules regarding travel?
 - Luggage limits
 - Check-in time
 - Provided meals?
 - Dietary request

Traveler is **required** to provide the following documentation for reimbursement of the cost of airfare:

- Receipt of purchase
- Itinerary showing class of service (i.e. coach, economy, etc.)
- Boarding stubs from each leg of the flight

[REMEMBER: You cannot be reimbursed for airfare that you purchase on your own until AFTER you have returned from the trip.]

Rental Vehicles

Rental cars may be used in conjunction with out-of-state travel by common carrier when use is reasonable.

- Receipts are required for vehicle rentals.
- "Economy" or "Compact" cars are to be used unless there are **three or more** persons.
- When staying at a conference hotel and claiming conference lodging and conference meal per diem,

- rental vehicles are **inappropriate** unless there is a specific OSU business need.
- Rental vehicles are allowed when there is no other means of transportation (i.e. taxi, shuttle service) from the airport to the conference hotel.
- Insurance for domestic travel for employees is NOT reimbursable.**

When traveling in-state on University business, you may use one of the following providers...

- OSU Transportation Services (*motor pool*)
- Enterprise Rent-A-Car, 758-0000

Personal/Private Vehicle Use

When necessary, personal/private vehicles may be used in conjunction with OSU travel (i.e. transportation to and from airport) – reimbursement is based on mileage and is to cover cost of gas, insurance, and normal wear and tear on vehicle.

- Mileage reimbursement rate: **48.5¢ per mile**

Lodging

Remember to check the lodging per diem rate for the area you are traveling to prior to making your lodging reservation. The itemized hotel receipt **MUST** be submitted with the reimbursement request...

- Per diem rates **do not include** the lodging tax.
- Reimbursement is for **single occupancy rate** only, regardless of per diem limit.

EXCEPTION to per diem rule: OSU employees who attend a conference/seminar and stay at a designated conference site hotel will be reimbursed for the **actual** amount of lodging and tax. Documentation of lodging facility's designation as a "conference site hotel" **MUST** be attached to the reimbursement request. (*If more than one person occupies the room, provide documentation of the single occupancy rate.*)

Non-Commercial Lodging – When a traveler uses non-commercial lodging facilities (i.e. private homes. Institution housing, or campgrounds), the per diem for lodging is \$25.

Conference or Seminar Attendance

When attending a conference or seminar the following must be submitted with the reimbursement request...

- A copy of conference/seminar brochure (or a link to the conference website) showing the name of the event, the dates, location, listed conference site lodging facilities, and negotiated rates, etc.

Meals and Incidental Expenses Per Diem

- Meals are reimbursed at the per diem rate based on location. Per diem allowance **includes** gratuity.
- NOTE:** Lunch on a one-day trip is **NOT** reimbursable regardless of hours of travel except for the following **special cases**:
 - When traveling as a board, commission, or committee member and the meal is part of the meeting.
 - When traveler is directed to attend a mealtime community or public relations meeting.
- Allocation of per diem= Breakfast 25%, Lunch 25%, Dinner 50%
- Incidental expenses, combined with meals into a **single** rate, include: gratuities for ALL services, laundry, cleaning, and pressing of clothes. Incidental expenses do **not** include: taxi fares, shuttle fares, tolls, telephone calls, facsimiles.

Current Per Diem Rates

- In-State – All Oregon Cities - \$45
 - B=\$11.25
 - L=\$11.25
 - D=\$22.50
- Out-of-State – Low Cost Locales - \$45
 - B=\$11.25
 - L=\$11.25
 - D=\$22.50

- Out-of-State – High Cost Locales - \$58
 - B=\$14.50
 - L=\$14.50
 - D=\$29.00

Ground Transportation

*Use of the most economical mode of transportation is **highly** encouraged.*

- Receipts are not required for taxi fares, airport shuttle fares, metro fares, tolls or any other miscellaneous expense of \$25 or less per item.
- Ground transportation expenses in excess of \$25 must be substantiated with a receipt.
- Tips for taxi/shuttle drivers are **NOT** reimbursable.

Miscellaneous

- Phone calls/Business: All business-related phone calls (including charges for internet access) are reimbursable.
- Phone calls/Personal: When travel includes an overnight stay, one personal phone call (up to 5 mins in length) or \$5.00, whichever is **less**, can be reimbursed on the first day of the stay and every alternate day thereafter.
- When a traveler uses their personal vehicle for transportation to the airport, mileage to and from the airport (as determined by OUS mileage tables) will be reimbursed at \$.365 per mile. (see above for additional information on use of private vehicle(s)).
- Airport parking fees are reimbursable when a traveler must leave their personal vehicle in long-term parking. A receipt must be submitted with the reimbursement request.

How to Expedite Processing of Your Reimbursement Request

Submission into the Travel Reimbursement Entry System (TRES)

- Go to OSU home page and click on "Faculty and Staff."
URL: <http://oregonstate.edu/facultystaff/>
- Click on "Employee Online Services."
- Enter your OSU ID and GAP (password) information.
- Go into TRES and "Create a Travel Reimbursement."
- Your name should come up after you have entered your ID No.
- Make sure the address showing is your current/correct one.
- Fill out as shown and be sure to save the document.
- Forward to the EMT Travel Coordinator.
- The Travel Coordinator will check it for accuracy and complete the document.
- You will then be asked to review and, if correct, sign the document.
- A Banner invoice will be created.

Note: After completing online TRES forms, submit your *original* receipts, approvals, backup documentation, explanations or justifications to the EMT travel coordinator.

Traveler should receive the reimbursement check within 10-14 business days after submission.

This information sheet does not encompass all travel rules and policies.
If in doubt, please check with the EMT Travel Coordinator

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