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
  o B=$14.50
  o L=$14.50
  o 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/](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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