Reimbursements for Receipts, Planning YOUR TRAVEL and Travel Reimbursements

get it right the first time!
Forms

- All the forms for travel and receipt reimbursements can be found on the BEE website or above the mailboxes in the main office (Room 116).
Receipt Reimbursement

- Lack of planning, convenience, and cost-savings does not justify a reimbursement.

- Always try to purchase items through an auto-pay vendor first. Jennifer, Cara or Cat can order them (depending on program). A list of auto-pay vendors is on the BEE website or found HERE. Try to keep it at $100 maximum - this is a soft limit.

- KEEP ALL ORIGINAL RECEIPTS - It is very difficult to do a reimbursement without a receipt. Receipts must be itemized showing payment method.
  - Incomplete or unclear information on receipts: you may be asked to provide your credit card statement showing charges - remove all personal info on statement.

- All reimbursement requests must be processed by the business center within 60 days of purchase. So, submit it early enough to allow processing time!

  If in doubt, always ask about purchases & reimbursements before purchase.
Fill out the highlighted areas - who, what, how, where & why.

- **Business purpose**: explain what you bought, why it was bought (how it is going to be used and how the expense relates to the grant) and why **YOU** purchased it instead of having us order or using an auto-pay vendor.

- If food was purchased for a group, must have names of group members.

  More details = time saved.

This entire form is online and can be downloaded [HERE](#) then filled out using Adobe Acrobat.
Receipt Reimbursement - II

Description of Expenditures:

- **Purchase Date**: Multiple receipts in date order
- **Vendor name & address**: should be on the receipt
- **Item(s) purchased**: what did you purchase. One receipt per line. If it’s groceries, all that is needed is “groceries”.
- **Amount**: the total amount on the receipt

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Who: Vendor Name and Address</th>
<th>What: Item(s) Purchased</th>
<th>Amount</th>
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Please apply reimbursement amount against an advance

This entire form is online and can be downloaded [HERE](#) then filled out using Adobe Acrobat
Receipt reimbursement - III

Accounting info:
- **Index Code** - MUST have an index code. Get it from your advisor who usually is the PI (Budget Authority) for index. You can charge multiple indexes (example: AGD061).
- **Activity Code** - Some Indexes have an activity code. Example: AGD061-AOFC. AOFC is the activity code.
- **Amount** - add up all receipts & list the total reimbursement amount.
- **Account Code** - Skip.
- **Claimant’s signature** - that’s you!
- **Date** - date you submitted.
- **Budget Authority Signature** - usually your advisor or PI.

This entire form is online and can be downloaded HERE then filled out using Adobe Acrobat.
Receipt Reimbursement

All receipts for your reimbursement must be cleanly taped to a sheet of paper. You can put multiple receipts per sheet. Receipts MUST show how purchase was paid for.
DO NOT cover any of the printing on the receipt in tape; it does not scan well.

Lost receipts:
• Fill out a “Lost Receipt Memo” explaining what went wrong. You can get this memo in Gilmore Hall.
• Print out your credit card charges or bank statement charges showing the specific charge missing the receipt.

If in doubt, always ask about reimbursements/purchases prior to purchasing items
All travel outside the state of Oregon requires travel pre-authorization.

All foreign travel needs a Foreign Travel Authorization.

Flights, lodging reservations, and other bookings WILL NOT be approved without signed travel authorization form. Routing may take a few days.
Travel - within the u.s.

- **General Information.** Complete each field.
- **Reason(s) for Travel** - What are you doing & how it relates to the project. **BE SPECIFIC.**
- **Total estimate cost of trip** - Do your best, this is an estimate.
  - Note: If you can register/pay for conference registration online, see Jennifer after your travel is approved & she can use the dept. credit card to pay for your registration.
- **Total Estimated Cost of Trip** - Fill out ALL sections, even if you will only pay for a portion of total expense.
- **Authorization** - After you sign it, have your advisor (or PI) sign it.

This form is online and can be downloaded **HERE** then filled out using Adobe Acrobat
Travel - outside of the U.S.

- Section 1-4: Completely fill out. Be specific on reason for travel. BEE business center is AMBC.
- Authorization: after you sign, have your PI (advisor) sign it.
  - If traveling on grant funds, submit your form to Admin Assistant for routing through OSRAA for approval - this may take a few days. Flights for the trip WILL NOT be authorized until approval is received from OSRAA.
- International travelers should register with the OSU International Travel Registry. This provides travel insurance, emergency assistance, lost passport, natural disaster, etc. There is a nominal daily fee, so consult your PI before registering.

This form is online and can be downloaded [HERE](#) then filled out using Adobe Acrobat
The OSU-contracted travel agency is Azumano.

- Azumano can direct bill airline tickets to an index, upon approval from an airfare approver (the admin assistant & office manager are approvers).
- Azumano has an online booking tool located on your myOSU account or [here](#).
  - Can now be used to purchase international airfare.
Booking Flights

Faculty & staff booking domestic flights:
• Use the Azumano booking tool. This will allow you to choose your own flight and price, and charge it to an index.

Students and international flight requests:
• Use the online Azumano Travel Request Form. After completing the form, you will receive a copy of the entered information. Forward this on to your Administrative Assistant right away.

→ Very Important: When you receive a response from Azumano with flight options and quotes, be sure to cc the Administrative Assistant on your reply and all subsequent communications with Azumano.
IMPORTANT NOTICE!

**Essential:** When you work with Azumano with flight options and quotes, etc., include the Administrative Assistant on your reply and all subsequent communications with Azumano. The A.A. is here to help you - and has to approve all travel.
Travel - Purchasing Airline Tickets Yourself

• You can purchase your own airline tickets from a non-contracted vendor as long as it is the most economical travel option. You will need to provide proof, so save searches.
• Be aware: you can’t be reimbursed for airline tickets until *AFTER* the travel is complete.
• Traveler assumes all risks and costs if changes or cancellations occur. (Not be the case if you purchase through Azumano).
• Traveler can only book standard coach tickets; upgrades will not be reimbursed.
GROUND Transportation & Personal Mileage

• Utilize the motor pool vehicles whenever possible. It is the most economical way to travel in Oregon.

• **Motor Pool** - You can reserve vehicles via the University motor pool using an index. All drivers MUST fill out a “Driver’s Authorization Form” found on the motor pool website (http://motorpool.oregonstate.edu/).

• **Personal Vehicle** - Reimbursed for 95 miles each way to and from the airport. Mileage can also be claimed via a travel reimbursement when driving your own vehicle for research or conferences.

• If you are driving your car outside of Oregon, you must prove that the mileage is more economical than flights by getting a flight quote.

You can get discounted parking at the Airport with Thrifty Parking, in PDX, when you book your travel with Azumano Travel or by calling 888-634-Park and using discount code AZUGOV.

See Thrifty Airport Parking Info for details
Rental car

Enterprise/National is the OSU-contracted company for Rental Cars

Rules:

Receipts are required for ALL rentals, even when booked through OSU.

Economy or compact cars are to be used unless there are 3 or more persons.

Rental car reservations may be made through one of the methods below:

- Reserve online through Enterprise Rent-a-Car reservation portal via the myOSU Portal. Booking link is found on the Employee page, under Employee Quick Links.
- Call the Corvallis Enterprise office: 1-541-758-0000. (Tell them you are with OSU to receive the OSU-contracted rate.)
- Call 24-hour Reservations: 1-800-261-7331. (Tell them you are with OSU to receive the OSU-contracted rate.)
- Book via Azumano travel. Do not book through Azumano unless booking airline tickets at the same time. There is an “agent fee” for all transactions. Azumano may ask for an “account number”. This is different from the index number. If you need the account number, please contact the admin assistant.
Lodging

Preferred Option: Book your lodging reservations using the department credit card

- Find a hotel within the area per diem rate that is easily accessible from the event you are attending.

- Send Jennifer an email detailing the dates, business purpose, location, and link to hotel. NOTE: reservations will not be made until your travel pre-authorization form has been completed and signed by the PI.

- If you are attending a conference/seminar which requires staying at the conference site hotel, you will be reimbursed for the actual amount of lodging, even if it exceeds the per diem rate. **You must provide documentation of the hotel’s designation as a conference site hotel.** If no conference hotels are available and your lodging is over per diem, you must provide documentation showing that.
Lodging

Least Preferred Option: Making your own reservation and paying out of pocket

- Lodging is reimbursed on a per diem rate based on the area you are traveling to. For most of the United States, the lodging per diem (not including taxes) is $135. You should check the per diem rate for your area of travel prior to making reservations to ensure your lodging expenses will be covered in full. **Itemized** receipts are required for reimbursement and MUST show form of payment.

- **Remember** to request the **government** rate when making lodging reservations/checking in.*

- Reimbursement is for single occupancy rate only, regardless of per diem limit. If you are sharing lodging with another traveler, please provide documentation of who it was and what index their portion will be charged under.

- Non-commercial lodging (private home, institution housing, campgrounds, etc.) will be reimbursed at the per diem rate of $25/night.
Conferences

• Rental cars are not authorized at any time during a conference unless it is cheaper than taking a shuttle/Lyft -or- no shuttle/taxi service is available.
• Conference registration can be paid using the department credit card. See Jennifer.
• If attending a conference/seminar that requires staying at the conference site, you will be reimbursed for the actual amount of lodging, even if it exceeds per diem rate. **You must provide documentation of the hotel’s designation as a conference site hotel.** If no conference hotels are available and your lodging is over per diem, you must provide documentation as proof.
• Save a copy of the conference schedule. You will need this for your reimbursement.

**SAVE ALL RECEIPTS!** (except food receipts)
Personal travel while on business travel

- Travelers may combine personal travel with business travel as long as no added expense is incurred by the University.

- Personal days must be noted on the traveler’s travel pre-approval form, and on the itinerary when requesting reimbursement for business related expenses.

- Comparison quotes showing the business-only cost is required, if combining personal travel with business travel. **OSU will only cover the business portion of the trip.**

- Azumano can split the billing so that the business portion of the airfare is charged to the university and then the individual is billed separately for their personal segment of the trip (**mandatory**: make arrangements directly with Azumano to pay your portion).

- Talk to the admin assistant before making any reservations to help you follow procedures correctly and ensure that reimbursements go smoothly.
Non-reimbursable expenses

- Home-to-office travel.
- Deviations from most direct and usually traveled route.
- All expenses incurred when accompanied by family member/friend. This includes hotel & ground transportation. If any additional costs are based on this, then you will ONLY be reimbursed for your portion of the cost.
- Travel expenses associated with personal travel (i.e. personal travel insurance).
- Alcoholic beverages.
- Meal expenses above the per diem rates.
- Lodging expenses above the per diem rates (unless previously authorized).
- Excessive tips/gratuity (this includes taxis and shuttles).
- Interest on personal credit cards.
- Mileage reimbursement on rented vehicles.
- Gas for personal vehicle.
- GPS navigation units on rental vehicles.
Travel Reimbursement

- **Must be processed by the business center** within 60 days of returning from trip. Please allow time for signature routing and processing.

- **Time** - put the time you **departed Corvallis** (to drive to the airport or your destination) and the time you **returned to Corvallis**. No other times are necessary unless you have multiple locations or personal travel added to trip.

- **Meals** - If the conference, event or hotel provides a meal, you will not receive per diem for that meal - even if you chose not to eat the provided meal. Special dietary exemptions apply—talk to your admin assistant.

- **Purpose of trip** - must be detailed: what event you are attending, what you will be doing there, what is the project/grant?

This form is online and can be downloaded [HERE](#) then filled out using Adobe Acrobat.

### Itinerary & Per Diem Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Breakfast (6:00-9:00)</th>
<th>Lunch (11:00-1:00)</th>
<th>Dinner (5:00-9:00)</th>
<th>Lodging (5:10)</th>
<th>Total</th>
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Locate locations where spending the night. Check box for meal per diem and lodging. Attach additional pages as needed. Per Diem list for high cost areas is linked in the footer. No meals allowed on one-day trips. Must have date and time that travel began and ended.

### Mileage

<table>
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<tr>
<th>Date</th>
<th>Departed From</th>
<th>Arrived at</th>
<th>Miles</th>
<th>X Rate</th>
<th>Round Trip?</th>
<th>Total</th>
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**Subtotal 2**

### Other Expenses

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<thead>
<tr>
<th>Date</th>
<th>Expense Description (train/shuttle/car rental/pas/registration, etc)</th>
<th>Currency (if other than USD)</th>
<th>Total</th>
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**Subtotal 3**

**Grand Total**
Travel Reimbursements: Items needed

- Airline ticket receipts/stubs.
- Baggage receipts (if needed).
- Hotel receipts.
- Parking receipts.
- Supplies/Equipment receipts - if working in the field, everything needs to be included. If you have quite a few receipts, submit a regular receipt reimbursement as well.
- Proof of work - If attending a conference, provide the conference itinerary. If working in the field or attending a meeting, provide proof (i.e. email chain showing dates and location; meeting schedule). This this is the most missed item.
- Tape all receipts cleanly to a sheet of paper. Please do not tape over any of the text.