

The following items (as pertains) are required to process your travel reimbursement request:

- OSU ID#**
- Purpose of travel**
- Initial departure date/time and return date/time**
- Meeting/conference agenda.** If you are attending a conference or meeting, include a copy of the agenda.
- Proof of stay at conference site hotel.** If your lodging exceeds the daily per diem allowance but you are at a conference site hotel, provide documentation showing your hotel is a conference site hotel.
- Receipt(s) for _____**
All receipts MUST show method of payment. If your receipt does not show method of payment please include a copy of a credit card and/or bank statement listing the charge as back-up documentation. Please make sure your name is on the statement but that all other sensitive information is hidden or removed.
- Identify personal leave.** If you are combining personal leave with travel, you must identify personal leave on your reimbursement request. Please remember that travel expenses while on personal leave are not allowed.
- Receipt, itinerary, and/or boarding stubs (airfare).** If you purchase your own airfare you must submit a receipt, itinerary and boarding stubs for reimbursement. A comparative quote from either Teels or Azumano is no longer required.
- Method of transportation to/from airport.** If flying (either from Portland or Eugene) please include method of transportation to/from airport even if you are not claiming reimbursement (i.e. shared a ride, used motor pool vehicle, or bill direct rental car)
- Missing/miscellaneous details.** If there are any details needed to process your reimbursement request (i.e. shared lodging expenses, shared ground transportation, have missing receipts, not claiming certain expenses, etc.) please provide this information in the notes section or a separate email if necessary. The more information I have, the fewer questions I will have for the traveler and the more quickly I can process the reimbursement request.
- Other:**