

TRAVEL FAQs/Information

ARE YOU TRAVELING OUT OF STATE?

- **Prior to travel** – Submit an Out of State Authorization Form to the travel clerk
- **Remember to plan ahead**...acting department heads MAY NOT approve out of state travel requests

DO YOU PLAN TO PURCHASE YOUR AIRFARE THROUGH AZUMANO?

- After your Out of State Travel Authorization form is approved and signed you may contact the OSU contracted travel agent, Azumano, to make your airline reservation.

Contact information for Azumano Travel Services:

Azumano Travel Services

Ph: 541.757.9792; Toll free: 800.334.2929

email: azcorvallis@ciazumano.com

Please work directly with the contracted agent to determine your itinerary. Once you've selected and approved your itinerary, the department travel clerk gives authorization to the travel agent to book your flight and purchase your airfare. **Airfare will not be authorized until the traveler reviews and approves his/her itinerary.**

DO YOU PLAN TO PURCHASE YOUR AIRFARE ONLINE OR THROUGH A NON-OSU AGENT?

You are now allowed to purchase airfare online or through a non-OSU agent without obtaining a comparative quote from an OSU contracted travel agent. If you purchase your airfare online or through a non-OSU travel agent:

- You must do so in an economical and reasonable way
- Only regular, coach class fares are allowed to be used - additional charges for upgrade or premium seats will not be reimbursed
- You are responsible for cancellations, itinerary changes, or other charges unless necessary for OSU's business needs or are outside of your control

If you use this option to purchase your airfare, you must **SUBMIT THE FOLLOWING ITEMS TO BE REIMBURSED:**

- Receipt of purchase
- Itinerary which states class of service (must be economy or coach)
- Boarding stubs/passes from each leg of the flight

DO YOU PLAN TO DRIVE YOUR PERSONAL VEHICLE IN LIEU OF FLYING?

Travelers choosing to drive rather than fly will be reimbursed for an amount equal to the lesser of the mileage reimbursement or the cost of round-trip airfare that would have been incurred for commercial air travel. Travelers will need to obtain a comparison quote from one of the contracted travel agencies showing the most economical direct-route travel cost. This quote will be used to calculate the "mileage in lieu of airfare" reimbursement after the trip is completed. Expenses resulting from the additional time required to drive are not reimbursed.

ARE YOU PLANNING TO RENT A VEHICLE OR USE GROUND TRANSPORTATION?

For rental vehicles, travelers may choose:

- ENTERPRISE/National Rent-A-Car
- OSU Motor Pool

ENTERPRISE/National Rent-A-Car

- Corvallis Office: 541.758.0000
- 24-hour Reservations: 800.261.7331
- Direct bill # (available from department travel coordinator, 541.737.6483 or business center-AMBC, 541.737.6484) You must provide this number to obtain OSU rate and liability insurance coverage

To make reservations through Enterprise, renter must provide:

- Direct bill # (see above)
- Department index
- Contact person and phone number to ensure that charges are billed correctly.
- OSU's contract covers the Limited Damage Waiver (LDW/CDW) insurance; therefore, no other insurance should be purchased.

OSU Motor Pool

- Corvallis Phone: 541.737.4141
- 24 HR Phone: 866.253.5671
- Campus address: 3400 Campus Way University
- Email: motorpool@oregonstate.edu
- [Driver Authorization](#)
- [Reservations](#)

Ground Transportation

- All ground transportation expenses such as taxis, shuttles, buses, etc. should be itemized on the reimbursement request
- Tips for taxi/shuttle drivers are included in the daily per diem meal/incidental expense allowance. Please do not include them on your reimbursement request.

MEAL/LODGING PER DIEM

Meals - receipts are not required for reimbursement. OSU allows a "per diem" amount for meals depending on location.

- [Per diem rates \(meals & lodging\) - Domestic](#)
- [Per diem rates \(meals & lodging\) - International](#)

Things to keep in mind regarding meals:

- The daily meal per diem allowance includes gratuities
- Paying for a meal for OSU employees/students only is NOT considered a hosting situation, therefore is NOT reimbursable
- Individuals should pay and submit reimbursement requests for their meals only

LODGING

As with meals, OSU allows a “per diem” amount depending on location. Check the lodging per diem allowed for your area of travel before making your reservations.

- [Per diem rates \(meals & lodging\) - Domestic](#)
- [Per diem rates \(meals & lodging\) - International](#)

Things to keep in mind regarding lodging:

- Per diem rates DO NOT include lodging tax
- You will be reimbursed for single occupancy rate only
- TIPS to waiters, bellpersons, maids, taxi drivers, etc. are included in the daily per diem allowed. Please do not include them on your reimbursement request.

Exception to lodging per diem maximum - Conference Site Lodging: You can be reimbursed for actual lodging costs (with a receipt) if staying at a conference site hotel. Documentation of the lodging facility’s designation as a conference site hotel is required. Submit a copy of the conference brochure or registration form stating name of event, date(s), and location.

SUBMITTING YOUR TRAVEL REIMBURSEMENT REQUEST

A travel reimbursement request must be submitted within 60 days after the trip is completed, but no later than the close of the fiscal year in which the travel occurred. Submit your completed **Travel Reimbursement Request Form** and receipts to Debby Yacas, Room 100, Wiegand Hall.

Include the following information (as it pertains) on your travel reimbursement:

[\(Print Checklist\)](#)

- OSU ID#
- Purpose of travel
- Initial departure date/time and return date/time
- If you are attending a conference or meeting, include a copy of the agenda.
- 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.
- Receipts – 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.
- If you are combining personal leave with travel, please identify personal leave on your reimbursement request and remember that travel expenses while on personal leave are not allowed.
- 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.
- 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)
- 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.