

## BEEC TRAVEL QUICK REFERENCE GUIDE

### Travel Planning

Check with your business center accountant to determine whether prior authorization is needed.

### Conference Registration

Conference registration can be prepaid using the departmental procurement card. See your purchasing contact for instructions. If registration is processed on a personal card, you will be able to claim reimbursement AFTER completion of the trip.

### Foreign Travel

International travel on grant funding: This should be authorized through OPAA (Office for Post Award Administration). Submit a Foreign Travel Authorization form prior to making travel plans.

<http://oregonstate.edu/fa/businessaffairs/bcr#opaa>

Restrictions apply to airfare, check with business center accounting staff, see Fly America Act

<http://oregonstate.edu/fa/manuals/gcg/209-09>

### Air Travel

It is recommended that airfare for university travel is booked through one of the contracted travel agencies for direct billing to the university. Travel Agent contact information:

Azumano Travel: [azcorvallis@ciazumano.com](mailto:azcorvallis@ciazumano.com); 800-334-2929

### Mileage in lieu of Airfare

See your business center accountant to verify whether specific trips are allowable using mileage in lieu of airfare. A quote for the airfare that would be purchased for the business trip is required. OSU will reimburse mileage up to the amount of the airfare and associated expenses that would have been paid for air travel.

### Ground Transportation

Vehicle rental:

Cars can be rented through the University Motor Pool or billed through Enterprise or National. See your business center billing contact for billing instructions. Rental should be for economy or compact rate whenever possible.

Personal Vehicle:

Private vehicle mileage is reimbursed at the current published OUS rate. As of 1/1/2019, the current rate is \$0.58/mile.

Parking:

It is the expectation that employees will utilize cost effective parking while in travel status. Parking at Portland airport is authorized up to the Economy Lot rate (\$12/day).

### Meal per Diem:

Meals while in overnight travel status can be reimbursed at current per diem rates. Meal per diem varies by locality. Current rate by city and state can be viewed at the following link:

[http://oregonstate.edu/fa/businessaffairs/travel/tres/per\\_diem\\_us\\_all](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us_all)

Meals on one day trips (no overnight stay): Breakfast and/or dinner on a one-day trip are reimbursable to the employee as a taxable benefit when their itinerary supports departure/return time as 2 hours prior to/after their regular work shift. Per diem rates may be used. *Lunch is not reimbursed on a one-day trip unless it is a part of the meeting and the menu and cost are arranged by event organizers.*

### Lodging:

Itemized receipts are required for lodging. Reimbursement can be approved up to the maximum per diem lodging amount. An exception for higher rates can be made for conference lodging with documentation showing conference lodging rate. Current rate by city and state can be viewed at the following link:  
[http://oregonstate.edu/fa/businessaffairs/travel/tres/per\\_diem\\_us\\_all](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us_all)

**Travel Reimbursements – Form at <http://oregonstate.edu/fa/bc/businessengineering/>**

Reimbursement of allowable expenses within 60-days of conclusion of travel. These include, but are not limited to lodging, meal per diem, mileage, car rental, parking, and commercial ground transportation. For receipt requirements or more information visit the BEBC website or your business center accountant.