2016 OSU TRAVEL REFERENCE SHEET FOR Non-Employees

Effective 1/1/2016 – 12/31/2016

Traveling as a Non-OSU Employee: In your travels, you will be working with a specific OSU department. This department will either point you to a travel coordinator within the department or to a specific OSU Business Center who will work with you to make your travel arrangements. Some expenses, such as airfare and car rental, can be directly billed to OSU, but you must work with your travel coordinator or business center to do so.

Some things to know:

1. A travel reimbursement request must be submitted within 60 days from the return date of your trip.
2. Please keep and submit all receipts with your travel reimbursement request (except meal receipts, which are reimbursed at per diem rates).
3. All tips/gratuities are included as a part of OSU's meal per diem rate and will not be reimbursed.
4. OSU usually reimburses only for the most direct route for your travel. If you choose to drive a personal vehicle when traveling over long distances, please be aware that there may be some restrictions on the amount of travel reimbursement you can claim. Please contact your travel coordinator or business center for any questions regarding this policy.

Lodging: (http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel/411-03-lodging)

Rates are reimbursed based on actual cost up to the per diem rate for low/high cost city locations

Lodging Per Diem Rates *			
In-State	**$128**	**Out-of-State Low City**	**$128**
In-State Portland, OR Exception	**Actual Cost**	**Out-of-State High City**	**$207**
Conference Exception	Lodging reimbursed at actual and reasonable cost.	**Non-Commercial Lodging**	**$25.00**

***See "Helpful Links" for more information**

Meals: (http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel/411-04-meals)

Meals and incidental expenses are reimbursed at a per diem rate without the necessity for actual receipts.
(Other per diem rates may apply depending on the city.)

Meals & Incidental Expenses Per Diem Rates *			
Oregon and Out-of-State Low Cost Cities	**$57.00/day** *-or-* Breakfast = **$14.25** Lunch =**$14.25** Dinner = **$28.50**	Out-of-State High Cost Cities	**$68.00/day** *-or-* Breakfast = **$17.00** Lunch =**$17.00** Dinner = **$34.00**

***See "Helpful Links" for more information**

Ground Transportation: (http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel/411-02-ground-transportation)

Mileage: The current private vehicle mileage reimbursement **rate is $0.54/mile** (effective 1/1/2016). **Gas costs are included in this rate.**

Taxis/Shuttles: Taxis and shuttles can be reimbursed with a receipt, but only the fare. We cannot reimburse for tips.

Rental Cars: Compact or economy cars should be rented, unless there is a specific business need for a different class vehicle (an explanation must be provided and approved). If you receive an upgrade because other vehicles are not available, have the rental car agency make a notation on the rental agreement that the vehicle rented was the only one available and that you paid the rate for the lower cost vehicle.

Gas receipts for rental cars are reimbursable.

Non-OSU employees ARE NOT COVERED by University Insurance so you should check with your own insurance company to determine your rental vehicle coverage. If your insurance company does not cover rental vehicles, it is strongly encouraged that you purchase a Collision Damage Waiver (CDW), which will be reimbursed.

To make reservations through Enterprise, please contact your travel coordinator or business center.

ENTERPRISE/National Rent-A-Car - 1-888-714-3484 Corvallis Office: 541-758-0000

Airfare: (http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel/411-01-air-transportation)

Your travel coordinator or business center can help you purchase your airfare through direct billing. Please contact this individual before contacting either travel agency. The two agencies we use are:

CIAzumano Travel – For reservation: 541-757-9792 Toll free: 1-800-334-2929 E-mail: azcorvallis@ciazumano.com
Teels Travel - For reservation: 541-758-0808 Toll free: 1-800-824-1028 E-mail: travel@travel-planners.com

Airfare purchased from any non-contracted vendor can be reimbursed but only *after the trip is completed*. The traveler will not be reimbursed for any interest or late fees associated with the purchase.

Airfare reimbursements require documentation showing proof of payment and the itinerary. The itinerary should include your name, dates of travel, destination(s), and seat class (only coach class is reimbursable).

Any fees that are personal in type will not be reimbursed (i.e. priority or early check-in, priority seating assignment, TSA pre-check, seating upgrades, travel insurance, etc.). We do reimburse baggage fees.

Helpful Links:

OSU Travel Policies on Business Affairs Travel page - http://fa.oregonstate.edu/business-affairs/travel

Recent per diem rates for US States and localities:
http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us

Recent per diem rates for international localities:
http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign