

# Travel Reimbursement Reminders

## 1. PRE-APPROVALS:

The Business Center would like to see pre-approval for any travel being done, and it is required for Out-of-State and Foreign travel. There is an official form for the required pre-approvals, but most pre-approvals can be as simple as an email exchange between the traveler and the PI/budget authority.

a. Please ensure your pre-approval contains the following information:

- i. Destination, date of travel, purpose of travel, and index to be charged. (It is also helpful if you can give an estimate of charges for things like the hotel, etc.)

## 2. DOCUMENTATION:

Keep all of your receipts from your travel! It is much easier to exclude a receipt that is not needed than to come up with one you don't have when it is needed.

a. Examples of receipts you may need:

- Hotel/lodging
- Parking
- Baggage fees
- Shuttle/bus/taxi

b. Other documentation to include:

- Conference agenda/brochure including name, date, location
- Airfare itinerary
- Rental car receipt

## 3. AIRFARE:

Airfare should be purchased from an authorized agent – either Teels Travel, 758-0808 or Azumano/Away Travel, 757-9792.

## 4. RENTAL CARS:

The process for renting cars through Enterprise changed in February 2013.

- a. Receipts are required for vehicle rentals.
- b. 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 our Enterprise Rent-a-Car reservation portal for OSU. Log in to the [myOSU Portal](#). The booking link can be found on the Employee page, under Employee Quick Links.
- Contact our contracted travel agencies.
- Call the Corvallis Enterprise office at 1-541-758-0000.
- Call the Enterprise location nearest you or in the area of travel. ([Search for Enterprise locations](#))
- Call 24-hour Reservations at 1-800-261-7331.

You will not need an account number if you book online through our portal or if you reserve a car through one of our contracted travel agencies. The account number is needed when calling or walking into an Enterprise rental office. The account number is no longer posted on OSU websites due to fraudulent activity. If you need the account number, please contact Jennifer or Kathleen.

5. PRIVATE VEHICLE:

Reimbursement for use of a private vehicle will be based on mileage and is used to cover cost of gas, insurance and normal wear and tear on vehicle.

6. LODGING:

Lodging is reimbursed on a per diem rate based on the area you are traveling to. You should check the per diem rate for your area of travel prior to leaving to ensure your lodging expenses will be covered in full. Itemized receipts are required for reimbursement.

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

- a. Reimbursement is for single occupancy rate only, regardless of per diem limit. If you are sharing lodging with another traveler, please provide documentation of the single occupancy rate.
- b. If you are attending a conference/seminar which requires stay 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.
- c. Non-commercial lodging (private home, institution housing, campgrounds, etc.) will be reimbursed at the per diem rate of \$25/night.

7. MEALS:

Meals are reimbursed at the per diem rate based on location. Per diem allowance includes gratuities. Please remember, meals are NOT reimbursable on one-day trips, except in special circumstances.