

**Guest Information**

OSU ID#: \_\_\_\_\_ Affiliation to OSU: \_\_\_\_\_  
(include if known)

Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

OSU Department Contact Name \_\_\_\_\_ OSU Department Contact Email \_\_\_\_\_

**Travel Itinerary:** Please use Business Purpose section for more detailed or non-traditional itineraries.

Date Travel Begins: \_\_\_\_\_ Date Travel Ends: \_\_\_\_\_ One Way Trip \_\_\_\_\_ Round Trip \_\_\_\_\_

Travel from: \_\_\_\_\_ Travel to: \_\_\_\_\_

**Meals:** Select either Per Diem or Actual Cost for each day of travel.

Date	Meal Per Diem	Actual Cost	Date	Meal Per Diem	Actual Cost	Meal Per Diem Explanation
	Claim First Day of Per Diem?			Breakfast		<i>Per diem rates are flat rates that are pre-determined by <b>GSA</b>. They include a set amount for incidentals (taxes, tips, fees) and can vary based on location of travel. The first and last day of per diem are at 75% of the location rate.</i>  <i>Select the check box for the date and meal. Our office will calculate the total of per diem for travel.</i>
				Lunch		
				Dinner		
	Breakfast			Breakfast		
	Lunch			Lunch		
	Dinner			Dinner		
	Breakfast			Breakfast		
	Lunch			Lunch		
	Dinner			Dinner		
	Breakfast			Breakfast		
	Lunch			Lunch		
	Dinner			Dinner		
	Breakfast			Breakfast		<b>Meals at Actual Cost Explanation</b>  <i>Detailed receipts are required if meal is over \$25.00 or includes hosting guests. Alcohol purchased cannot be reimbursed by OSU.</i>  <i>If claiming a meal at actual cost enter in the amount claimed for the date and meal.</i>
	Lunch			Lunch		
	Dinner			Dinner		
	Breakfast			Breakfast		
	Lunch			Lunch		
	Dinner			Dinner		
	Breakfast			Breakfast		
	Lunch			Lunch		
	Dinner			Dinner		
	Breakfast			Claim Last Day of Per Diem?		
	Lunch					
	Dinner					
<b>Meals at Actual Cost Total:</b>						
<b>Travel &amp; Expense Office Use Only</b>						<b>Per Diem Total:</b>

Personal Vehicle Mileage			
Date	Miles	Rate per Mile	Dollar Amount
Personal Vehicle Mileage Total:			

**IRS Private Vehicle Mileage Rates**  
**Jan. 1, 2024 – Present** Rate: \$0.67/mile  
**Jan. 1 – Dec. 31, 2023** Rate: \$0.655/mile  
**Jul. 1 – Dec. 31, 2022** Rate: \$0.625/mile  
**Jan. 1 – Jun. 30, 2022** Rate: \$0.585/mile

Other Travel Expenses				
Expense Type	Description	Date from	Date to	Amount
Airfare				
Airfare				
Lodging & Tax				
Lodging & Tax				
Ground Transportation				
Ground Transportation				
Car Rental				
Car Rental				
Parking				
Parking				
Other (Specify)				
Other (Specify)				
Other Travel Expenses Total Amount:				

*All claimed expenses over \$25.00 must be substantiated by a detailed receipt. Receipts should include: date of purchase, vendor name, details on what is purchased, and a total amount of the purchase.*

**Business Purpose:** *Required on all submissions; attach supporting documents (receipts, flyers, agendas, maps, et cetera) as needed*  
 Select a general business purpose from the drop-down menu:

Index	Account Code	Activity Code	Amount
Total Amount:			

For Use by Travel & Expense Office Only

Accountant: \_\_\_\_\_  

☐ Banner

☐ BennyBuy

 Invoice Owner: \_\_\_\_\_

Please email completed form, receipts, and supporting documents to  
[Travel@oregonstate.edu](mailto:Travel@oregonstate.edu) for processing.