



2019 OSU TRAVEL REFERENCES GUIDE

Effective 1/1/2019 – 12/31/2019

Summary based on FIS Policy Manual Section 411 - Travel

Meals: Meals and incidental expenses are *generally* reimbursed at a per diem rate without the necessity for actual receipts, unless group travel or other circumstances apply. See FIS Travel Policy 411. However, meals that are part of a conference registration package or included in meetings must be deducted.

Meal & Incidental Expense Per Diem Rates			
In-State Out-of-State Low Cost Cities	\$60.00/day -or- Breakfast = \$15.00 Lunch = \$15.00 Dinner = \$30.00	Out-of-State High Cost Cities	\$71.00/day -or- Breakfast = \$17.75 Lunch = \$17.75 Dinner = \$35.50
Recent per diem rates for US States and locality rates: http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us Recent per diem rates for international localities rates: http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign			

Meal & Incidental Per Diem Rate Eligibility for Partial Day (Involving an overnight stay)			
Initial Day of Travel - Leave	Prior to 7:00 AM	7:00 AM to 12:59 PM	1:00 PM and after
Meal Allowance	Breakfast, lunch, dinner	Lunch, dinner	Dinner
Final Day of Travel – Return	Prior to Noon	12:00 to 5:59 PM	6:00 PM and after
Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner

Meal Allowance For Day Trip Only (No overnight stay)		
Departure before 6:00 AM	25% per diem (Breakfast)	Use account code 28502 , taxable overtime meals
Return after 7:00 PM:	50% per diem (Dinner)	Use account code 28502 , taxable overtime meals
NOTE: Lunch on a one-day trip is NOT reimbursable		

*Departure and return times are based on a typical 8:00 am to 5:00 pm workday. Note any schedule changes.

Lodging Per Diem Rates (Lodging is reimbursed based on actual cost <u>up to</u> the per diem rate for low/high city locations)	
In-State	\$135
In-State Portland Exception	Actual Cost
Out-of-State Low City	\$135
Out-of-State High City	\$216 **
Conference Exception	Lodging reimbursed at actual and reasonable cost. Attach conference brochure showing location, dates, and conference hotel
Non-Commercial Lodging	\$25.00

** (The High Cost Location Table is posted on [Business Affairs Travel webpage](#)) and is embedded in TRES

Mileage: Private vehicle mileage reimbursement rate is **\$0.58/mile (effective 1/1/2019)**

Ground Transportation:

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

OR Log into the OSU website, on the My OSU Portal – Employee tab for reservations

To make reservations through Enterprise, renter must provide the corporate account code provided to Travel Coordinators and Business Centers. Renter must provide the department index code, contact person and phone number to ensure correct billing. OSU's contract covers the Limited Damage Waiver (LDW/CDW) insurances; therefore, no other insurance should be purchased.

University Motor Pool - 541-737-4141 Campus address: 3400 Campus Way Corvallis, OR

Webpage - <http://motorpool.oregonstate.edu/>

The University Motor Pool has vehicles in its fleet to meet the short term and seasonal needs of faculty, staff and students. To be eligible to rent a university vehicle, all drivers must first submit a Driver's Authorization form and meet certain guidelines. Online reservations are available and can be direct billed to the department. Motor Pool rentals include fuel as part of the per mile rate.

Airport Shuttle Service – There are several airport shuttle services available in this area, however billing options must be arranged through your department, Business Center or be reimbursed.

- **HUT Shuttle** 541-926-2525 or visit their website: <http://www.hutshuttle.com/>
 - **Oregon Express Shuttle** 877-693-3785 or visit their website: <http://www.oregonexpressshuttle.com/>
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Airfare:

CIAzumano Travel – For reservation: 541-757-9792 Toll free: 1-800-334-2929 E-mail: azcorvallis@ciazumano.com

CI Azumano is our contracted travel agent that allows direct billing for OSU traveler and is able to supply discounts when you fly on United, Alaska, and Delta Airlines with OSU's pre-negotiated contracts. CIAzumano has provided an Online Booking Tool (Certify) for campus users. This OBT is similar in nature to commercial tools you may be familiar with such as Orbitz, Kayak, and Travelocity. If you prefer to work directly with an agent, you can call their local area number or complete a [Travel Request](#) form to initiate a trip via email. It is important to use the web form if you are reserving group travel, non-employee or foreign travel as it ensures the proper information is gathered. **Note:** All direct billed airfare must go through an authorization process by email (traveler must know their approving department and billing index).

See: **Airfare Travel Authorization List** <http://fa.oregonstate.edu/business-affairs/travel>

Commonly Used Travel Account Codes			
	Domestic	Foreign	Both
Employee Travel	39115	39615	
Non-Employee Travel	39117	39645	
Group/Team Travel	39119	39646	
Taxable Travel - Employee			39712
Taxable Travel - Nonemployee			39742

Helpful Links:

Business Affairs Travel page - <http://fa.oregonstate.edu/business-affairs/travel>

PaCS Travel Portal - <http://fa.oregonstate.edu/pacs/procurement/buy-orange/travel-services>

(Revised- Business Affairs 12/31/2018)