

# OSU Travel Reimbursement

**\*\*All fields required in this section.**

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☐ Faculty/Staff ☐ Student ☐ Other

☐ Yes    ☐ No (if no, include I-94)

☐ Yes    ☐ No

Mailing Address:	
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<b>Purpose of Travel:</b>	(If applicable include name of conference and dates attended)

Business and Engineering  
Business Center  
Corvallis, OR 97331-2904

- Attach all original itemized receipts.
- Note any expenses paid directly by OSU and personal travel combined with business travel.
- Reimbursements must be claimed within 60 days of return.

## Miscellaneous

☐ Paid by Dept.    ☐ Paid by Traveler☐ Paid by Dept.    ☐ Paid by Traveler

☐ Yes ☐ No

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If airfare is paid by traveler, include: OSU contracted agency quote, flight itinerary, and proof of payment.

## Auto Mileage

Date	Departed From	Arrived At	Miles	Rnd Trip?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Date	Time	Itinerary	B	L	D	Lodging
		Depart From	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Return To	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List locations where spending the night. Check box for meal per diem and lodging. (Attach additional pages if necessary)

Date	Expense Description	Currency (if other than USD)	Expense Amount
<b>Per Diem Tables:</b> <a href="http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us">http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us</a>		<b>Total</b>	
		<b>Index/Activity</b>	

[http://oregonstate.edu/fa/businessaffairs/travel/tres/per\\_diem\\_us](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us)  
**Travel Reimbursement Policy:**  
<http://oregonstate.edu/fa/manuals/fis/411>

### Travel Reimbursement Policy:

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Index/Activity
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