**2016 OSU** **TRAVEL** **REFERENCES** **SHEET**

**Effective 1/1/2016 – 12/31/2016**

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| **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 |

**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 from the meal per diem.

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| **Meals & Incidental Expenses Per Diem Rates** |
| Oregon andOut-of-State Low Cost Cities | **$57.00/day** *-or-*Breakfast = **$14.25**Lunch =**$14.25**Dinner = **$28.50** | Out-of-StateHigh Cost Cities | **$68.00/day** *-or-*Breakfast = **$17.00**Lunch =**$17.00**Dinner = **$34.00** |
| **Recent per diem rates for US States and locality rates:** [**http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per\_diem\_us**](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**](http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign) |

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| **Partial Day Per Diem Rates****(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 |

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| **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 work day. If the traveler has a different work schedule, note the official schedule on reimbursement.*

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| **Lodging Per Diem Rates***(Lodging is reimbursed based on actual cost* ***up to*** *the per diem rate for low/high city locations)* |
| **In-State** | **$128** |
| **In-State Portland, OR Exception** | **Actual Cost** |
| **Out-of-State Low City** | **$128** |
| **Out-of-State High City** | **$207 \*\*** |
| **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 for CY2016 is posted on Business Affairs Travel page)

**Mileage:** Private vehicle mileage reimbursement rate **is $0.54/mile (effective 1/1/2016)** Note: 2015 old rate 0.575/mile

**Rental Cars:**

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

Direct portal for reservations through My OSU Portal – Employee tab

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 that charges are being billed correctly to the right index code. OSU’s contract covers the Limited Damage Waiver (LDW/CDW) insurance; 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 over 230 vehicles in its fleet to meet the short term and seasonal vehicle 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 can be made. Motor Pool rentals include fuel as part of the per mile rate and in some cases are more economical and convenient.

**Airfare:**

**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

When booking on-line or with a contracted travel agent, various flight options should be presented. The agency will provide City-Pair fares whenever there is an option available. Once you have chosen a flight, you may contact the agency to begin the reservation process by providing your airfare travel authorization contact information, index code and account code. The airfare departmental approver(s) are then sent an e-mail requesting approval. The ticketing process will not be complete until the agency has gotten a confirmation back from the departmental approver.

See: **Airfare Travel Authorization List**

<http://fa.oregonstate.edu/business-affairs/travel>

**Helpful Links (updated):**

**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 12/31/15)**