



REDISCOVER TRAVEL

Tools, tips and hints of traveling at OSU

Travel at OSU



Planning -
Know before
you GO

Before the
Trip

During the
Trip

After the
Trip

Planning -Know Before You GO

- What is the business purpose?
- Funding Source
 - Is there restriction?
 - Grant funds – Is travel approved in the budget?
 - Fly America Act – Is it foreign travel?
- What is the budget for travel?

Planning -Know Before You GO

- What authorization is needed?
 - All travel must be authorized
 - International Travel on a Grant
 - Notify Risk Management for International Travel
- Know who the travel coordinator is for your Department

Planning -Know Before You GO

- Where are you traveling to?

- Overnight?

- High Rate Location?

- What are the per diem rates?

- Meals/Incidentals

- Lodging

- Conference

Planning -Know Before You GO

○ How are you getting there?



Planes

Trains



Automobiles

Before the Trip

Reserving your travel itinerary

- Direct Billing
- Current Contracts ([Buy Orange](#))
- Campus Resources

Direct Billing

Many vendors can bill OSU directly

- Hotels
- Airfare
- Car Rentals
- Ground Transportation

Some expenses may not be eligible for direct billing

Contracted Travel Agencies



- Know who your airfare authorizer is
- City-Pair Fares
 - Book up to the day of the flight
 - Cancel or rebook - without penalty
 - Fully Refundable and Transferable

Car Rentals



Online reservations

- Direct Billing
- Non-Bill Business Use
- Personal Rental

Online reservations

- On-campus office
- 24 hr assistance
- Fuel included in rate

Know your index and activity code before reserving!

Example Scenario:

- Traveler: Jane Doe
- Business Purpose: To present paper at Annual Conference.
- Funding: XYZ10A
- Location: Baltimore, Maryland
- When: 11/27-11/30
- Budget: \$2,000
- Estimated Cost:
 - Conference Registration \$250
 - Lodging @ \$177/night x 3 = \$531
 - Meals/Incidentals @ \$65/day x 4 = \$260
 - Airfare / roundtrip plus fees @ \$545
 - Baggage Fees @ \$25
 - Shuttle to / from Hotel \$50
 - Shuttle to / from Airport @ \$85
 - Car Rental in MD @ \$32/day x 2 days = \$65
 - Gas for Rental @ \$ 25
 - Total Estimated \$1836

Travel Itinerary

- Make Reservations
 - Hut Shuttle to PDX Airport
 - Book Flight from PDX to Baltimore, Maryland.
 - Enterprise Car Rental
 - 3 Nights Lodging at Conference Hotel

PaCS Travel Services - *BUY ORANGE*



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TRAVEL SERVICES

Travel Services Contractors

CLICK on the **LOGO** below to access contact details and contract information:



[Azumano / Teel's Rate Comparison](#)

Car Rental Information

CLICK on the **LOGO** below to access contact details and contract information:



[Enterprise / Hertz Rate Comparison](#)

OSU Travel Policies

- » [OSU Travel Policies](#)
- » [FIS 411-01: Air Transportation](#)
- » [Per Diem Rates – Domestic](#)
- » [Per Diem Rates – International](#)



Provides information
about contracted
goods and services

Campus Resources

- Credit Cards
- Travel Advances
- Risk Management
- Student Health Services

Credit Cards

- Procurement Cards (Pcards)

- Can be used for conference registration only

- Corporate Travel Cards

- Can be used for business travel expenses
 - Personally liable for card

- Student Group Travel Cards

- Departments
 - Business Affairs

Travel Advances

- Who qualifies?
 - Employees over 0.50 FTE
 - Grad Assts at 0.49 FTE
 - On behalf of “unqualified” individual (Dept. Travel)
- What qualifies?
 - \$250 minimum
 - Travel over 5 days
 - Previous advances have been settled
- Documentation
 - Breakdown of expenses
 - Signatures are required

Risk Management Department

International Travel

Complimentary insurance coverage

Supplemental Accident and Sickness insurance coverage

Coverage can extend to personal travel

Vehicle Accidents

Coverage when driving vehicles for official university business (regardless of ownership of vehicle)

Student Health Services

Travel clinic for faculty, staff,
students traveling internationally



Pre-Travel Consultation



Vaccine Protection



International resources



Emergency Preparedness

Emergency Preparedness

Things Happen

Natural Disasters

Emergency
Evacuations

Medical
Emergencies

Lost passports

Know who to contact

Department
Staff

Risk
Management

Change in Plans

Travel Agency

Airlines

Travel
Coordinator

During the Trip

Remember to track out of pocket expenses

- Itemized receipts required
 - Lodging
 - Ground transportation
 - Miscellaneous expenses
- Itemized receipts not required
 - Meals (unless hosting or group)
 - Incidentals

After the Trip

- Documentation

- Descriptive business purpose

- Itemized receipts

- Proof of payment

- Mileage

- (Oregon mileage chart, odometer logs, Google Maps)

- Sensitive Information

- Foreign travel authorization

After the Trip

Request must be submitted within 60 days after the trip has been completed



Submit request via Travel Reimbursement Entry System (TRES) or Travel Reimbursement Form (OSCAR)



Reimbursement request must be signed by traveler and budget authority



Documentation must accompany reimbursement request

After the Trip

- TRES tips

- Know your travel coordinator
- Use the list of locations
- Per diems are imbedded
- TRES online resources

- Account Codes

- Destination determines account code
- Other expenses

Resources

- **BaFF Travel:**
<http://oregonstate.edu/fa/businessaffairs/osu-travel>
- **FIS Policy:**
<http://oregonstate.edu/dept/fa/manuals/fis/411>
- **Grants Policy:**
<http://oregonstate.edu/dept/fa/manuals/gcg>
- **OUS Travel Policy:**
<http://www.ous.edu/dept/cont-div/fpm/trav-95-100>
- **PaCS Travel:**
<http://pacs.oregonstate.edu/buyorange/Travel/>
- **Risk Management:**
<http://risk.oregonstate.edu/international>
- **Student Health Services:**
<http://studenthealth.oregonstate.edu/travel-medicine>

Business Affairs Travel Page

OSU Home > Business Affairs Home > Travel

Search this site...

Go

Travel

Planning Travel at OSU

- ❖ [PaCS Travel Page](#) - find quick links to contracted travel sites.
- ❖ [Airfare Travel Authorization List](#) - find the contact person in your department to authorize airfare purchased through a contracted travel agency.
- ❖ [Corporate Travel Card](#) - available to OSU Employees for business related travel.

Travel Rates

- ❖ [Lodging and Meal/Incidentals Daily Per Diem Rates](#) - includes US, High Cost Locations, and Foreign.
- ❖ Current mileage rate for personal vehicles: OSU Mileage reimbursement is **55.5 cents** per mile for personal vehicles used for business.

Travel Policy Links - Know the rules before you travel

- ❖ [OSU Travel Policy](#) - details on airfare purchase, conferences, allowable expenses, and receipt requirements.
- ❖ [Travel Advances](#)
- ❖ [OSU Student Group/Team Travel Card](#)
- ❖ [Corporate Travel and Entertainment Card](#)
- ❖ [Employee Personal Reimbursements](#)
- ❖ [Hosting Groups and Official Guests](#)

OSU Campus Resources

- ❖ [Autopay Vendors](#) - vendors that will directly invoice OSU for services.
- ❖ [OSU Risk Management](#) - insurance for international travel.
- ❖ [Student Health](#) - offers international travel clinics.

After the Trip

- ❖ [Travel Reimbursement Entry System \(TRES\)](#) - used to request reimbursement for travel expenses. Log on to online services with your ONID then select TRES.
- ❖ [OSCAR Reimbursement Forms](#)
- ❖ [TRES Training](#)

Contacts

General Travel Policy and Procedure Questions

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QUESTIONS??