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
Procurement and Contract Services

TRAVEL SERVICES

Travel Services Contractors

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

Azumano Travel

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

Cor Rental Information

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](http://oregonstate.edu/fa/businessaffairs/osu-travel)

- **FIS Policy:**
  [http://oregonstate.edu/dept/fa/manuals/fis/411](http://oregonstate.edu/dept/fa/manuals/fis/411)

- **Grants Policy:**
  [http://oregonstate.edu/dept/fa/manuals/gcg](http://oregonstate.edu/dept/fa/manuals/gcg)

- **OUS Travel Policy:**
  [http://www.ous.edu/dept/cont-div/fpm/trav-95-100](http://www.ous.edu/dept/cont-div/fpm/trav-95-100)

- **PaCS Travel:**
  [http://pacs.oregonstate.edu/buyorange/Travel/](http://pacs.oregonstate.edu/buyorange/Travel/)

- **Risk Management:**
  [http://risk.oregonstate.edu/international](http://risk.oregonstate.edu/international)

- **Student Health Services:**
  [http://studenthealth.oregonstate.edu/travel-medicine](http://studenthealth.oregonstate.edu/travel-medicine)
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
Stephanie Smith
737-1825
RaeLee Aguilar
737-0635
Treasure Hunt
737-9370

Autopays
Siora Arce
737-0637

Pcards
Rose Hamilton
737-0650

Grants and Gift Funds
OPAA 737-4711
QUESTIONS??