This Student Travel Guide applies to students from the departments that have their payments processed through the Auxiliaries and Activities Business Center office in the Student Experience Center, Suite 350. This guide may contain information that does not currently apply to student organizations that have agency funds, which are on account in Student Experience Center, Suite 350.
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Student Travel Guide

A Guide for Departments/Units funded by Student Fees or Institutional Funds

Executive Summary
This Student Travel Guide applies to students and student employees from the departments/units listed below that have their payments processed through the Auxiliaries & Activities Business Center finance office in the Student Experience Center, suite 350. This guide may contain information that does not apply to student organizations that have agency funds, which are on account in the Student Experience Center, Suite 350.

- Associated Students of OSU (ASOSU)
- Childcare and Family Resources (CFR)
- Counseling and Psychological Services (CAPS)
- Diversity and Cultural Engagement (DCE)
- Human Services Resource Center (HSRC)
- Memorial Union Retail Food Services (MURFS)
- Orange Media Network (OMN)
- Recreational Sports
- Student Leadership & Involvement (SLI)
- Student Health Services (SHS)
- Memorial Union (MU)

This guide will explain the four travel stages.

1) **Planning.** In this stage, your travel group defines a comprehensive travel plan, which includes important details such as what the event (program, conference, workshop or competition) is, who is going and how will you get there?

2) **Arranging.** You can start the arranging stage once your travel is pre-approved, your financial resources are in place and your travel planning is complete. In this stage, you request transportation, lodging and event registration payments be made prior to your trip.

3) **Traveling.** While traveling, you need to bring items such as your ID, money and itinerary. You also retain your receipts for reimbursement.

4) **Returning.** When you return from your trip, you can submit your receipts for reimbursement within 60 days. You may also have additional responsibilities upon return, such as a presentation or report for your organization and the OSU community.

AABC-SEC Travel Contact
Travel arrangements are made through the Auxiliaries & Activities Business Center (AABC) Student Experience Center (SEC) finance office in the Student Experience Center, Suite 350. There is a new primary email address for requesting assistance with your travel needs at AABC.SECTravel@oregonstate.edu. The travel team will be notified whenever an email is sent to the address. If you prefer an AABC-SEC Travel Contact may be contacted at any stage for assistance and will work with you to ensure that all reservations and travel related payments are made according to university policy and in a timely manner for your travel needs.
### AABC-SEC Website

You can find the forms mentioned in this guide on the AABC-SEC website. Some departments/units may require you to use forms they provide, in such cases you will need to contact those department/units for those requirements. The links for travel policies are provided below for your reference.

<table>
<thead>
<tr>
<th>Website title</th>
<th>Website address</th>
<th>Forms available</th>
</tr>
</thead>
<tbody>
<tr>
<td>AABC website</td>
<td><a href="http://fa.oregonstate.edu/aabc">http://fa.oregonstate.edu/aabc</a></td>
<td>Itemized Receipt Affidavit Travel Reimbursement Request</td>
</tr>
</tbody>
</table>

### Travel Stages

#### 1) Planning

Pre-approval from your budget authority is required for travel. You should plan your trip as far in advance as possible to secure the following benefits:

1. Reasonable prices
   - Events that require registration (e.g. conferences) usually offer an “early bird” discounted rate if you register early.
   - Since airfare is highly subject to change, early planning can save your organization hundreds of dollars per traveler on flight costs.
2. More available options
   - Hotels and airfare options are usually very limited and undesirable if you start your search near the event date.
   - For events that require registration, you may find that registration closed if you start planning near the deadline.
3. Smoother processing
   - Planning your trip far in advance ensures that as many arrangements can be prepaid as possible and reduces your out-of-pocket expenses and receipts needed for reimbursement.
Three Keys for Successful Travel
When planning your travel, please consider these **three keys for successful travel**:

1. **Safety.** Use safe transportation and, if staying overnight, stay at a hotel located in a safe area.
2. **Efficiency.** Take a direct route to your destination and stay at a hotel close to the event location.
3. **Economy.** Secure the most economical travel accommodations by planning as soon as possible and investigating your options to ensure reasonable prices and availability.

Six Travel Elements
To ensure that all trip details are clearly planned and meet your budget, use the AABC-SEC website’s Travel Request Form or your department’s travel request form to organize these **six travel elements**:

1. **Who** will attend? Who is your group’s contact person for this trip?
2. **What** event are you attending?
3. **When** is the event held? When will you depart? When will you return?
4. **Where** is the event held? If your travel lasts more than one day, where will you stay overnight?
5. **Why** are you attending this event? (Describe the business purpose). To obtain budget authority approval, the event must provide benefit to your organization.
6. **How will you travel to/from the event?**

**Travel Request Form**
To gain a comprehensive picture of your trip’s six travel elements (above), you may need to complete a travel request form. For example, Recreational Sports and SORCE/Educational Activities each use an internal travel request form. Please ask your department first for details on requesting and planning travel. If your organization does not have an internal travel request form, you may use the form on the AABC-SEC web site. If your organization does not have a contact person for planning travel arrangements or if additional assistance is needed, please contact the AABC-SEC Travel Contact.

Please do not make any reservations during the planning phase. The process for making travel arrangements is discussed in the arranging stage section, which begins on page 14.

**Investigating Travel Options**
While planning for the six travel elements please investigate the elements’ costs and track your travel budget to ensure that your trip can be afforded. The following ground transportation, airfare and lodging sections provide suggested travel options.

**Event Registration**
For events that require a registration fee, you can usually obtain registration prices and deadlines on the event’s website. Some conferences will offer an early discounted registration, which you are encouraged to pursue.

If a conference allows you to sign up for workshops, seminars and networking events that you can additionally register for, please consider the cost and whether it is an appropriate expense.
**Ground Transportation**

Your ground transportation arrangements will depend on whether your trip includes lodging and airfare. Please refer to the chart below for the three trip types, the commutes involved and which of the following ground transportation sections apply.

<table>
<thead>
<tr>
<th>Travel Type #1 Event Only</th>
<th>Travel Type #2 Event &amp; Lodging</th>
<th>Travel Type #3 Event, Lodging &amp; Airfare</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSU</td>
<td>OSU</td>
<td>OSU</td>
</tr>
<tr>
<td>Event</td>
<td>Lodging</td>
<td>Airport</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>Ground transportation</td>
<td>Ground transportation</td>
</tr>
<tr>
<td>between OSU &amp; the event</td>
<td>between OSU and the Event/</td>
<td>between OSU and the Event/</td>
</tr>
<tr>
<td></td>
<td>Lodging</td>
<td>Airport</td>
</tr>
<tr>
<td></td>
<td>Ground transportation</td>
<td>Ground transportation</td>
</tr>
<tr>
<td></td>
<td>between Lodging and the Event</td>
<td>between Airport and Lodging</td>
</tr>
<tr>
<td></td>
<td></td>
<td>between Event and Lodging</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Event</td>
<td>Event</td>
</tr>
</tbody>
</table>

**Travel Type #1 - Event Only**

**Ground Transportation between OSU and the Event**

The below options are available for travel directly from OSU to the event without taking a flight. To drive to the event from OSU, the driving distance must be reasonably safe and efficient.

- **Motor Pool**
  - You may rent a vehicle at University Motor Pool on the OSU campus. To ensure that vehicles are available, you need to reserve your vehicle as far in advance as possible.
  - **Motor Pool provides the following five benefits:**
    1. The rental car’s cost can be directly charged to your organization’s funds via OSU index. As a result, you do not pay out-of-pocket and no reimbursement is necessary.
    2. Automatic $1 million liability protection
    3. Full loss/damage waiver protection
    4. Roadside assistance
5. Full selection of vehicle styles and sizes
   o Motor Pool website: http://transportation.oregonstate.edu/motorpool
   o Motor Pool phone (Corvallis): 541-737-4141
   o **Note:** Renting a Motor Pool vehicle is usually cheaper than reimbursing private vehicle mileage for day trips longer than **60 miles**.

- **Enterprise Rent-A-Car**
  o OSU has a contract with Enterprise Rent-A-Car that provides the **following four benefits** to employees or students renting a car for OSU business travel:
    1. The rental car’s cost can be directly billed to your organization’s funds via OSU index. As a result, you do not pay the rental cost out-of-pocket. However, you may need to pay the gas out-of-pocket and save the receipts.
    2. For vehicles rented in Oregon and returned to an alternate branch in Oregon, no additional charges will be assessed.
    3. Insurance coverage is included.
  o Enterprise website: www.enterprise.com
  o The state contract allows drivers **18 and older** to rent a vehicle.

- **Train or Bus**
  o You can investigate these travel options using an online search engine or searching a specific company, such as Amtrak or Greyhound.

- **Personal Car**
  o Although driving a personal car is an option, it should remain a **last resort** for the following reasons:
    - Car insurance and liability is the driver’s responsibility.
    - The driver must wait until after the trip for a mileage reimbursement and cannot receive an advance payment.
    - The car must be in sound working condition for the safety of all passengers.

**Travel Type #2 – Event and Lodging**

For transportation between OSU and the event/lodging, please refer to the options provided in “**Ground Transportation between OSU and the Event**” on page 7.

**Ground Transportation between Lodging and the Event**

If your trip includes lodging, you may need to plan your commute between your lodging and the event. If your commute is farther than a safe walking distance, you may consider the following options:

- **Complimentary Shuttle**
  o Since some events and hotels may provide complimentary shuttle services, please check first what travel accommodations your event and hotel provide and utilize those options when available.

- **Taxis and other public transportation**
  o You can search taxi and public transportation options using an online search engine.
• **Rental Car**
  
  o For a large student group, a rental car may be an economical and efficient option. Please refer to the “Enterprise Rent-A-Car” or “Motor Pool” sections on page 7 for more information.

**Travel Type #3 Event, Lodging, and Airfare**

For transportation between lodging and the event, please refer to “Ground Transportation between Lodging and the Event” on page 8.

**Ground Transportation between OSU and Airport**

If your trip includes taking a flight, you need to plan your travel to the airport. The following transportation options are available for travel to the airport:

• **HUT Shuttle**
  
  o The HUT shuttle company provides round trip shuttle service between OSU and the Portland airport. Since HUT does not provide a discount to OSU, please check the HUT website for rates.
  
  o HUT shuttle website: [www.hutshuttle.com](http://www.hutshuttle.com)
  
  o The HUT shuttle may be direct billed through the travel agency or by calling the HUT shuttle office directly.

• **Rental Car**
  
  o When renting a car to drive from Corvallis to the Portland airport, OSU prefers that you use Enterprise Rent-A-Car instead of Motor Pool. OSU has a contract with Enterprise that allows you to drop off the rental car at the Enterprise airport location and pick it up when you return without incurring airport parking fees.
  
  o Enterprise website: [www.enterprise.com](http://www.enterprise.com)
  
  o You may pick up an Enterprise rental car in Corvallis, drop off at the Portland Airport Enterprise office, and drive the car back to Corvallis without incurring any parking fees.
  
  o Please refer to the “Enterprise Rent-A-Car” section on page 7 for more information.

• **Personal Car**
  
  o Driving a personal car should be a last resort as indicated in the previous section, “Ground Transportation between the Event and OSU.”

**Ground Transportation between the Airport and Lodging**

If you take a flight for your trip, you need to plan your transportation between the destination airport and your lodging. You will need to investigate these options to determine which ones are available.

• **Complimentary Shuttle**
  
  o Since some events and hotels may provide complimentary shuttle services, please check first what travel accommodations your event and hotel provide and utilize those options when available.

• **Non-complimentary Shuttle**
o If both your conference and lodging do not provide a shuttle, you may request approval to reserve a shuttle. You can search shuttle options, such as SuperShuttle or AirportShuttles.com, using an online search engine.

- Taxis and other public transportation
  o You can search taxi and public transportation options using an online search engine.

**Hotel Lodging**

*Note:* For **Portland Airport** lodging, see the “Portland Airport Lodging” section, which starts on page 12.

The following order is preferred for securing your lodging:

1. **Determine whether the event registration includes lodging.** Some events will provide lodging as part of registration for the event. If the event registration includes lodging, please use the lodging provided.

2. **Investigate the event-sponsored hotel(s).** Events will usually offer a discounted rate at one or more hotels near the event location. However, you need to start planning your trip far in advance to ensure availability for your group.
   a. **Event-sponsored hotel price restrictions:**
      i. You may stay at an event-sponsored hotel using the event-sponsored rate. However, you must submit documentation, such as a conference agenda or webpage from the event showing this rate.

3. **Request WSCA lodging from the Azumano travel agency.** OSU holds a contract with the Azumano travel agency, which offers lodging discounts through WSCA (Western States Contracting Alliance). If you contact the Azumano travel agency and request WSCA lodging, an Azumano agent can provide discounted lodging options near the event location:

<table>
<thead>
<tr>
<th>Azumano Travel Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local area number:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
</tbody>
</table>

4. **Search for hotels near the event location.** If the event registration does not provide lodging, the event-sponsored hotel is unavailable, and a WSCA rate is unavailable, your last resort is to search hotel options online.
   a. **Lodging price restrictions:**
      i. For Oregon and most out-of-state cities, you are limited to $118 per night per person (effective January 1, 2015).
      ii. For certain high-cost cities, please check the following website for the applicable rate: [http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us)
      iii. **Exception:** If the hotel-sponsored rate is higher than the $111 rate or applicable rate for high-cost cities, your hotel price limit can be the hotel-sponsored rate if you provide documentation of the event-sponsored hotel price as stated above.
b. **Hotel search suggestions:**
   i. Suggested hotel search sites:

<table>
<thead>
<tr>
<th>Name</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Hotel Finder</td>
<td><a href="http://www.google.com/hotelfinder/">www.google.com/hotelfinder/</a></td>
</tr>
<tr>
<td>Expedia</td>
<td><a href="http://www.expedia.com/Hotels">www.expedia.com/Hotels</a></td>
</tr>
<tr>
<td>Travelocity</td>
<td><a href="http://www.travelocity.com/Hotels">www.travelocity.com/Hotels</a></td>
</tr>
</tbody>
</table>

   ii. Hotel search sites, such as the three listed above, can provide various hotel options based on a single search in your destination’s vicinity.

   iii. When viewing the hotel search results, please prioritize hotels nearest the event location that meet your budget and price limitations.

   iv. **How to determine the hotels’ proximity to the event location:**

   a. The above suggested hotel sites provide a feature that allows you to view the hotel results on a map.

   ![Google Hotel Finder](image1.png)

   **Figure 1:** Google Hotel Finder automatically maps your hotel search results

   ![Expedia](image2.png)

   **Figure 2:** Using Expedia, click the "View Hotels on a Map" icon in the hotel result page’s left panel to map the hotels.

   ![Travelocity](image3.png)

   **Figure 3:** Using Travelocity, click the "Map View" tab on the results page to map the hotel results.
b. In a separate window, you may also need to access a map site, such as Google Maps or MapQuest, to find the event’s location and judge its relative proximity to the mapped hotel results.

v. Some hotels listed in your search results may not be available during the event. To investigate the hotel’s availability, please check the hotel’s website, which you can find using an Internet search engine, but do not make a reservation. The reservation process is explained in the arranging stage, which begins on page 14.

### Hotel Safety

Hotels that are located in an unsafe area or are not well-maintained should not be considered. The following signs may indicate the hotel is unsafe:

- The price is significantly lower than other options in the area
- The street level view on Google Maps or other mapping website looks uninviting
- Negative customer reviews and/or ratings

**Portland Airport Lodging**

If you have an early morning flight leaving from the Portland Airport (PDX), your department/unit may pay for lodging near the airport for one night before your departure date. If you need lodging for the night before an early morning flight, the following Portland Airport hotel is preferred because it provides:

- Room and tax charges billed directly to the department,
- Discounted lodging rates, and
- Free parking near the Portland Airport (PDX)

<table>
<thead>
<tr>
<th>Hotel name</th>
<th>Address</th>
<th>Discounted room rate</th>
<th>Perks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radisson Hotel Portland Airport</td>
<td>6233 NE 78th Ct. Portland, OR 97218</td>
<td>$92.00 plus tax</td>
<td>2 weeks free parking. Direct billing available</td>
</tr>
</tbody>
</table>

**Note:** Other Portland hotels may require a departmental account or Purchase Request for direct billing. If your department needs to create an account, please ask the AABC-SEC Travel Contact for assistance.

### Airfare

Since OSU holds contracts with two local travel agencies, Azumano and Teel’s Travel Planners, the AABC-SEC highly recommends using them for your airfare. These travel agencies provide the following benefits:

1. Your airfare cost can be directly billed to your department’s/unit’s/organization’s funds via OSU index, which results in more timely and accurate accounting records.
2. Billing through Azumano or Teel’s Travel Planners is a faster and more efficient process than your only other option, which is to purchase your airfare and request reimbursement after the trip.
3. You avoid out-of-pocket expenses and do not need to retain receipts or airfare quotes for reimbursement because airfare is paid in advance.
4. OSU can fully pay your airfare through Azumano or Teel’s Travel Planners.

However, Azumano and Teel’s Travel Planners also present the following two caveats:

1. Online airfare prices may differ from the travel agencies’ prices.
2. Azumano charges a $25 service fee per individual ticket, and Teel’s charges a $32 service fee per individual ticket. The service fee is reduced to $22 per person when booking a group of ten or more travelers.
3. All airfare purchases are nonrefundable. The cancellation policy varies by airline, but usually a small credit may be obtained for the traveler’s next airfare purchase within one year.

To obtain flight options and prices, you may ask your department, or you may contact the travel agencies directly at the contact information below. If the agency asks for your travel authorizer, please provide the AABC-SEC Travel Contact’s actual name.

<table>
<thead>
<tr>
<th></th>
<th>Azumano</th>
<th>Teel’s Travel Planners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local area number</td>
<td>541-757-9792</td>
<td>541-758-0808</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:azcorvallis@azumano.com">azcorvallis@azumano.com</a></td>
<td><a href="mailto:travel@travel-planners.com">travel@travel-planners.com</a></td>
</tr>
<tr>
<td>Toll free number</td>
<td>800-334-2929</td>
<td>1-800-824-1028</td>
</tr>
<tr>
<td>Fax number</td>
<td>541-758-1631</td>
<td>541-758-0814</td>
</tr>
</tbody>
</table>
2) Arranging

Before you begin the arranging stage, please complete these steps:

1. Investigate your travel options as described in the previous section.
2. Complete a travel request form, which you can obtain from your department, if they require a specific travel form, or from the AABC-SEC website. Please see the Travel Request Form box on page 5 for more information.
3. Submit the travel request form to your department/organization for pre-approval.

Our goal in the arranging stage is for your department/unit to prepay your travel arrangements and minimize your out-of-pocket expenses. To ensure that your department can prepay your expenses:

- **Respond to requests** for information or clarification as soon as possible. Your timely responsiveness is crucial during the arrangement process.
- **Provide Purchase Requests (PRs)** for the specific arrangements that you want reserved. A Purchase Request is a form that the departmental budget authority signs to authorize arrangements. The department or AABC-SEC Travel Contact must receive the budget authority’s approval before reserving arrangements. You can create a Purchase Request on the AABC-SEC website (see page 4 for website link). For more information about Purchase Requests, please refer to the Purchase Request Manual on the AABC-SEC website.
- **Do not purchase anything.** If you purchase or make a reservation using your personal card or money, you must wait until after your trip to receive reimbursement.

The typical arrangement process for the following travel accommodations are diagrammed in the following flow charts:

- Event registration
- Rental Car
- Shuttle
- Lodging
- Airfare

While the arrangement process for your department or trip may differ, the steps depicted in the process diagrams are generally followed for prepaid travel arrangements. Please check with your department to learn your department’s travel arrangement process. If your department does not have a contact person for reserving travel arrangements or additional assistance is needed, please contact the AABC-SEC Travel contact (see page 3 for info).
Event Registration

Typical Event Registration Arrangement Process

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Budget Authority</th>
<th>Department or AABC-SEC Travel Contact (see page 1 for AABC-SEC contact info)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Investigate the event’s registration prices 2) Create a Purchase Request for your group’s event registration fees</td>
<td>3) Sign the Purchase Request</td>
<td>6) Register and pay the registration fees</td>
</tr>
<tr>
<td>4) Fill out the registration forms 5) Send the Purchase Request, registration forms and event itinerary to AABC-SEC or department/unit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rental Car

Typical Rental Car Arrangement Process

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Budget Authority</th>
<th>Department or AABC-SEC Travel Contact (see page 1 for AABC-SEC contact info)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Investigate the rental car company’s prices and availability 2) Create a Purchase Request for your rental car’s total cost</td>
<td>3) Sign the Purchase Request</td>
<td>5) Reserve the rental car 5) Forward the confirmation number to your travel group</td>
</tr>
<tr>
<td>6) Provide a Purchase Request and the following info: • Pick-up and drop-off location • Pick-up and drop-off dates and times • Vehicle type • Name of driver(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Motor Pool Additional Steps**
Before renting a Motor Pool vehicle, each driver and backup driver must follow up on these **next two steps**.

1) Complete a Driver Authorization form on the Motor Pool website (motorpool.oregonstate.edu).
2) To rent an 8-12 passenger van, each driver must view a van safety video and complete a van safety test.

**Shuttle**
The department/unit may reserve the HUT Airport Shuttle for direct bill through the travel agency or by calling the HUT Shuttle office. To reserve or prepay out-of-state airport shuttles for student group travel, the department/unit must use a Student Group Travel Card or contact the AABC-SEC Travel Contact.

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Budget Authority</th>
<th>Department or AABC-SEC Travel Contact (see page 1 for AABC-SEC contact info)</th>
</tr>
</thead>
</table>
| 1) Investigate the shuttle’s prices and availability.  
2) Create a Purchase Request for your shuttle’s total cost. | 3) Sign the Purchase Request | 5) Reserve the shuttle  
6) Forward the reservation confirmation to your travel group. |
| 4) Provide a Purchase Request and the following info to the AABC-SEC:  
• Pick-up and drop-off location  
• Pick-up and drop-off dates and times  
• Shuttle name and website address | |

**Hotel Lodging**
To reserve and prepay student group lodging, the department may use a Student Group Travel Card or contact the AABC-SEC Travel Contact. The department may also arrange student lodging at the Portland Airport hotels (see the “Portland Hotel Lodging” on page 12).
Airfare
Since airfare significantly increases as the flight departure date nears, please begin the airfare arrangement process as soon as possible. You will need to act quickly with airfare arrangements because prices can change by the hour. If you delay between when you receive an airfare quote and when you make a PR, the price will change. To ensure that the PR amount will be sufficient to cover the airfare price, you may provide a higher amount on the PR than the quoted price.
Traveling

Before you leave, remember to bring these essential items:

- Personal identification
- Airline travel itinerary
- Lodging reservation confirmations
- Money

Also, read the following sections to determine receipts and other items you must retain while you travel.
**Expenses that might require a receipt for reimbursement**

Depending on your department’s policy, you may need to provide receipts for the following:

- Personal meals
- Gasoline

Please ask your department/organization to confirm whether you need to keep receipts for meal and/or mileage reimbursements.

**Note:** Meals on a one day trip are typically not reimbursed for students. For more information, please contact the AABC-SEC Travel Contact (see page 3 for contact info).

**Meal Amounts**

Your meal reimbursements are **limited to the below amounts** (effective January 1, 2016):

<table>
<thead>
<tr>
<th>Rate:</th>
<th>Regular Per Diem</th>
<th>High Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable Locations:</td>
<td>Most U.S. locations</td>
<td>High cost localities listed on Oregon University System (OUS) website*</td>
</tr>
<tr>
<td>Breakfast:</td>
<td>$14.25 per person</td>
<td>$17.00 per person</td>
</tr>
<tr>
<td>Lunch:</td>
<td>$14.25 per person</td>
<td>$17.00 per person</td>
</tr>
<tr>
<td>Dinner:</td>
<td>$28.50 per person</td>
<td>$34.00 per person</td>
</tr>
</tbody>
</table>

* The list of high cost localities can be found at [http://fa.oregonstate.edu/business-affairs/travel](http://fa.oregonstate.edu/business-affairs/travel)

You will **not be reimbursed** for:

- Provided meals
- Alcohol
- Tips and gratuities, except for group meals

**Meal Receipts**

If your department/organization requires receipts for reimbursement, the receipts need to list each item that you purchased. If the venue cannot provide an **itemized receipt**, you need to complete an **itemized Receipt Affidavit**, which is posted on the AABC-SEC web site.

**Expenses that require a receipt for reimbursement**

The following expenses are reimbursable if you **save the receipt**:

- Parking
- Ground transportation (e.g. bus, subway, shuttle, taxi) over $75.00
- Gas for rental car
- Airline Baggage fees over $25.00
- Tolls
- Group meals for OSU attendees or guests
- Lodging room and tax, if you paid for it
• Airfare, if you paid for it (See the “Please do not personally book your flight” box on page for required documentation)
• Conference registration, if you paid for it

**Group Meals**
Group meals are those where you pay for another traveler’s meal. For group meals, you need to specify *whom in your group* you purchased meals for.

Whereas personal meal receipts might be needed depending on your departmental policy, *group meal receipts are always required*. Also, group meals may include a tip up to 15% of the meal expense. However, the total amount including tip may not exceed the per diem rate per person. Please refer to the previous “Meal Receipts” and “Meal Amounts” for receipt requirements and the cost limits per person.

**Business-only Receipts**
You will only receive reimbursement for receipts necessary for your trip’s business purpose. Hence, please do not submit receipts from personal travel. Please request separate receipts for business and personal travel expenses.

**Incidental Expenses (non reimbursable)**
You will not be reimbursed for incidental expenses, which include, but are not limited to expenses for:

• Laundry
• Cleaning and pressing of clothing
• Gratuities for waiters, taxis, baggage handlers and other services
• Meals provided at the event or hotel
• Entertainment
• Alcohol
• Souvenirs
• Room service

**Prepaid Expenses**
As the traveler, you will typically receive the receipts for prepaid expenses, such as lodging and Enterprise rental car. Please submit receipts for all prepaid expenses within one week of your return date to the AABC-SEC Travel Contact.
4) Returning

After you return, please complete the following documentation and organizational requirements associated with Traveling:

1. If you received any receipts or bills for prepaid expenses, submit them as soon as possible to the AABC-SEC Travel Contact.

2. Within 60 days of your travel return date, you may request reimbursement for expenses as discussed in the Traveling section. However, if you return from travel in May or June, you have less than 60 days to request reimbursement before the fiscal year end on June 30th. If you need additional time to request reimbursement, please contact the AABC-SEC Travel Contact as soon as possible because the business center has limited time to process the payment after June 30th.

3. Your organization may require you to create a presentation or report about your experience or what you learned. Check with your organization to confirm what, if any, requirements apply.

Travel Reimbursement Request

Please refer to the Traveling section on pages 18 for information regarding reimbursement receipts and requirements. For all travel reimbursements, the following items are needed:

1) Receipts
2) Event agenda/itinerary
3) Travel Reimbursement Form (please refer to the next section)
4) Attendance list (for group travel only)

Travel Reimbursement Form

Each traveler completes one individual travel reimbursement form and provides receipts for their expenses. Please ask your department first which form they use for travel reimbursements. If your department does not have a form, please use the form below and send it to the AABC-SEC Travel Contact. The form can be found on the AABC website and a link can be found on page 4. See the AABC Reimbursement document for further instructions on travel reimbursement.