AABC-SEC Travel Training
AABC-SEC Travel Team

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AABC-SEC Travel Resources

EMAIL:
AABC.SECTravel@oregonstate.edu

WEBSITE:
http://fa.oregonstate.edu/aabc/sec-finance/travelrelocation
Agenda

• Goals
• Travel Overview
• Employee Travel
• Student and Student Group Travel
• Candidate/Relocation
• Questions
Goals

• Make arrangements well in advance of travel
• Evaluate best available options
• Minimize out of pocket expenses by prepaying for travel
• Expedite the processing of your reimbursement
• Avoid non-reimbursable expenses
• Take advantage of cost efficiency
• Enjoy smooth and safe travel arrangements
Travel Overview

**Step 1: Planning:** Obtain approval & budget support for travel.

**Step 2: Arranging:** Register and reserve travel elements needed.

**Step 3: Traveling:** Pay for baggage, meals, taxis/tolls, unable to arrange in advance.

**Step 4: Returning:** Submit a travel reimbursement form with receipts and documentation within 60 days of travel.
Employee Travel
Event Registration

• Preferred:
  – You initiate
  – Pay with Pcard
  – Obtain agenda/schedule
• Payment by check
  – Requires lead time
Transportation: Flights

• Preferred:
  – Traveler contacts travel agency
  – Notify travel agent and AABC.SECTravel@ with selected flight option
    • Include the business purpose – Link to Event website
  – AABC Travel team will request budget approval and the correct index to charge
  – AABC will authorize purchase
  – Ticket issued
  – An idea…
Transportation: Ground

• Preferred: (bills directly to your organization’s index)
  – HUT Shuttle – Book through travel agent
  – Enterprise rental car
  – University Motor Pool

• Other Option:
  – Personal car
    • Standard mileage rate for most direct route
    • Reimbursement after travel
    • Parking expenses incurred
Lodging

• Conference Hotel
  • Book early
  • Reserve during conference registration process
  • Use Pcard or reserve with personal card
    – Room and tax only
    – Request credit card authorization from hotel

• Other Travel Lodging
  • Book early
  • Per diem as applicable
During Travel

• Out of Pocket Expenses:
  – Baggage
  – Meals
  • Per diem rates
  – Taxi’s and shuttles
  – Internet access
An Idea...

AUXILIARIES & ACTIVITIES
BUSINESS CENTER

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Name: __________________________
OSUID: __________________________
Email: __________________________
Current Mailing Address: __________________________
OSU Affiliation: __________________________
Destination: __________________________
Business Purpose: __________________________

Date | Breakfast | Lunch | Dinner | Hotel | Check bases to be reimbursed: | Non-commercial Lodging? |
-----|-----------|-------|--------|-------|-----------------------------|----------------------|
|       |          |       |        |       | Check bases to be reimbursed: | Non-commercial Lodging? |

Paid by: Traveler* Dept. | Paid by: Traveler* Dept. |
Airfare | y | n |
Car Rental/Gas | y | n |
Taxi/ Shuttle | y | n |
Registration Fee | y | n |

Reimbursement must be claimed within 60 days of return
*Receipts Required

Return to: __________________________
Reimbursement

• Submit Reimbursement Request Form
  – Include event agenda
• Must submit within 60 days of return or by June 30th
• AABC will complete TRES
• AABC will request signatures and approvals

“I don’t care how much you roll around the office, you can’t claim the miles as a business travel expense.”
# Reimbursement Request Form

## OSU Travel Reimbursement

To expedite processing, please include the following travel information with your itemized receipts and the event agenda. You may submit either this form or a TRES document.

For group travel, please include an attendance list.

**Notes:**
- Receipts are not needed for meal per diem and personal vehicle mileage.
- Meals provided at the event should not be claimed below.
- The deadline to request reimbursement is 60 days after the trip end date. However, if your trip ends in May or June, the deadline is June 30th.

### Travel Reimbursement Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your name:</td>
<td>Departure date:</td>
</tr>
<tr>
<td>OSU ID:</td>
<td>Departure time:</td>
</tr>
<tr>
<td>Mailing address:</td>
<td>Return date:</td>
</tr>
<tr>
<td>Event name:</td>
<td>Event location:</td>
</tr>
<tr>
<td>Event date:</td>
<td></td>
</tr>
</tbody>
</table>

### Meal

- Dates that you are claiming breakfast:
- Dates that you are claiming lunch:
- Dates that you are claiming dinner:

### Personal Vehicle Mileage

- From (City, State): Roundtrip (Yes or No):
- To (City, State): Date(s) mileage was incurred:

### Other Expenses

Please submit receipts to the AABC-MU Travel Coordinator for all other expenses (e.g. lodging, baggage fees, ground transportation fares, rental car, gas receipts, parking, tolls, airfare and registration).

If the receipt is missing for a taxi or shuttle under $75.00, please use the following information for each fare: the type of transportation (e.g. taxi or shuttle), date, destination, amount (excluding tip) and travelers you paid for on each fare.

### Additional Information

- [Reimbursement Request Form](#)
- [Travel Reimbursement Request Form](#)

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**Auxiliaries & Activities Business Center (AABC), OSU Florence**

Oregon State University, 215 Memorial Hall, Corvallis, Oregon 97331-6004

Phone 541-737-7730 | Fax 541-737-3114 | http://www.orstate.edu/aabc/
QUESTIONS?
Student and Student Group Travel
Resources

• Plan the budget, especially important for group travel
  – Obtain all sources of funding/budget authority
  – Map out the expenses
    • What sources will pay for what expenses
• Advanced planning available with AABC travel team upon request
• Coordinate travel codes with Business Affairs and/or Department
Attendees

- Identify main point of contact
  - This may be a student traveler or advisor
- Obtain list of attendees
  - Full name per ID, date of birth, gender, phone contact number
  - Verification of enrollment, paying of student fees
Deadlines for Student Travel

• Registration – take advantage of early bird deadlines
• Lodging – usually student/conference block of rooms at a reduced rate
• Air Fare – booking well in advance helps ensure available seats and reduced cost
• Ground Transportation – motorpool, driver authorization & testing, Enterprise, shuttles, bus service, public transportation
Event Registration

- Traveler forwards conference site location
- AABC may assist in coordinating the registration process
- Payment with Pcard or student group travel card
- Payment by check
  - Requires additional lead time
Transportation: Student Travel Flights

• AABC contacts travel agency for itineraries
• AABC will correspond with travel contact(s) for desired flights
• AABC Travel team will request budget approval and correct index to charge
• AABC will authorize purchase
• Tickets issued
Lodging

• Conference Hotel
  – Book early, make use of conference room blocks
  – Use Student Group Travel Card
    • Room and tax only
    • Credit card authorization from hotel

• Other Travel Lodging
  – Book early for reduced rates
  – Use Student Group Travel Card
    • Room and tax only
    • Credit card authorization from hotel

• Cannot exceed allowable occupants in room(s)
Transportation: Ground

• Preferred: (bills directly to the organization’s index)
  – HUT Shuttle – Book through travel agent
  – Enterprise rental car
  – University Motor Pool
  – Bus/shuttle rental (terms & conditions may apply)

• Other Option:
  – Personal car
    • Standard mileage rate for most direct route
    • Reimbursement after travel
Reimbursement

• Submit Reimbursement Request Form
  – Include event agenda
• Must submit within 60 days of return or by June 30th
• AABC will complete TRES forms
• AABC will obtain signatures and approvals
Reimbursement Request Form

OSU Travel Reimbursement

To expedite processing, please include the following travel information with your itemized receipts and the event agenda. You may submit either this form or a TRES document.

For group travel, please include an attendance list.

Notes:
- Receipts are not needed for meal per diem and personal vehicle mileage.
- Meals provided at the event should not be claimed below.
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<table>
<thead>
<tr>
<th>Date</th>
<th>Expense</th>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meals</td>
<td>Food</td>
<td>Breakfast</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>Meals</td>
<td>Food</td>
<td>Lunch</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td>Meals</td>
<td>Food</td>
<td>Dinner</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>Lodging</td>
<td>Housing</td>
<td>Hotel</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Mileage</td>
<td>Transportation</td>
<td>Car</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Other Expenses
- Please submit receipts to the AABC-MU Travel Coordinator for all other expenses (e.g., lodging, baggage fees, ground transportation fares, rental car, gas receipts, parking, tolls, airfare and registration).

If the receipt is missing for a taxi or shuttle under $75.00, please provide the following information for each fare: the type of transportation (e.g. taxi or shuttle), date, destination, amount (excluding tip) and travelers you paid for on each fare.

Index: Activity code (if applicable):
QUESTIONS?
Candidate/Moving Relocation
Candidate Visit

• Arrangements are made for candidate
  – Air fare, lodging, ground transportation
• Candidate is reimbursed the same as an employee
  – Must first be set-up as an OSU vendor
  – Meals cannot be direct billed with room charge
  – Will be reimbursed after travel completed
• AABC will complete TRES
• AABC will request signatures and approvals
• An idea...
New Hire – Preparation to Move

Offer letter outlines maximum expenses for reimbursement. Relocation/Moving Form must be completed and signed prior to any expense being incurred. Original hard copy must be sent to AABC-SEC.

• Provide New Hire with contact information for AABC Travel Team:
  – Taxable vs non-taxable questions answered
  – Direct billing is available for moving quotes
  – AABC will issue a University Purchase Order if using OSU contract
New Hire – Relocation

• During the actual move, new hire must retain all receipts
• Moving company direct bills OSU
• AABC will complete required reimbursement forms after employee has started working at OSU
• Employee has 6 months to submit paperwork for reimbursement
  – Please be mindful of fiscal year ends.
THANK YOU!

QUESTIONS?