Traveling as a Non-OSU Employee: In your travels, you will be working with a specific OSU department. This department will point you to a Travel Arranger within the department who will work with you to make your travel arrangements. Most expenses, such as airfare, lodging, and car rental, can be directly billed to OSU, but you must work with your Travel Arranger to do so.

Some things to know:
1. A travel reimbursement request must be submitted within 60 days from the return date of your trip.
2. Receipts are required for any purchase over $25 and will need to be submitted with your travel reimbursement request.
3. Most tips/gratuities are included as a part of OSU’s meal per diem rate and will not be reimbursed.
4. OSU usually reimburses only for the most direct route for your travel. If you choose to drive a personal vehicle when traveling over long distances, please be aware that there may be some restrictions on the amount of travel reimbursement you can claim. Please contact your travel arranger for any questions regarding this policy.

Lodging:

Travelers are expected to use economical and reasonable lodging within the following guidelines:
1. Commercial lodging should be paid for directly by the university.
2. Travelers utilizing non-commercial lodging (e.g. staying with family members or friends) may claim a daily payment of $25.00 regardless of duration or location.

Meals:

Meals and incidental expenses are reimbursed either at a per diem rate based on GSA Rates without the necessity for actual receipts or at actual cost with receipts if over $25.

Ground Transportation:

Mileage: The current private vehicle mileage reimbursement rate is $0.56/mile (effective 1/1/2021). Gas costs are included in this rate.

Airport Shuttle Service – There is an airport shuttle for transportation from Corvallis to PDX, however billing options vary and must be arranged through your department or be reimbursed.
- Groome Transportation 877-693-3785 or visit their website: https://groometransportation.com

Taxi: Fare plus a reasonable tip can be reimbursed with a receipt if over $25.

Rental Cars: Compact or economy cars should be rented, unless there is a specific business need for a different class vehicle (an explanation must be provided and approved). Gas receipts for rental cars are reimbursable.
Non-OSU employees ARE NOT COVERED by University Insurance so you should check with your own insurance company to determine your rental vehicle coverage. If your insurance company does not cover rental vehicles, it is strongly encouraged that you purchase a Collision Damage Waiver (CDW), which will be reimbursed.

To make reservations through Enterprise, please contact your travelarranger.

**Airfare:**

Your Travel Arranger can help you purchase airfare through a direct billing option. Please contact the Travel Arranger who will coordinate working with our contracted travel agency.

Airfare purchased from any non-contracted vendor can be reimbursed only *after the trip is completed.* The traveler will not be reimbursed for any interest or late fees associated with the purchase.

Airfare reimbursements require documentation showing proof of payment and the itinerary. The itinerary should include your name, dates of travel, destination(s), and seat class (airfare must be economical and reasonable, first class and business class is not reimbursable).

Any fees that are personal in type will not be reimbursed (i.e. priority or early check-in, priority seating assignment, TSA pre-check, seating upgrades, travel insurance, etc.). We do reimburse for baggage fees.

**Helpful Links:**

OSU Travel Policies page - [https://fa.oregonstate.edu/fiscal-policy-program/03-140-401-travel](https://fa.oregonstate.edu/fiscal-policy-program/03-140-401-travel)