

OSU Travel Reimbursement

****All fields required in this section.**

Name:

OSU ID:

Department:

Contact Phone Number:

E-mail:

Affiliation: Faculty/Staff Student Other

US Citizen? Yes No (if no, include I-94)

Travel Advance Obtained? Yes No

Mailing Address:

Purpose of Travel: (If applicable include name of conference and dates attended)

Return form to :
 Business and Engineering
 Business Center
 Corvallis, OR 97331-2904

-Attach all original itemized receipts.
-Note any expenses paid directly by OSU and personal travel combined with business travel.
-Reimbursements must be claimed within 60 days of return.

Miscellaneous

Airfare? Paid by Dept. Paid by Traveler

Registration? Paid by Dept. Paid by Traveler

Shared Lodging? Yes No

If yes, who?

If airfare is paid by traveler, include: OSU contracted agency quote, flight itinerary, and proof of payment.

Auto Mileage

Date	Departed From	Arrived At	Miles	Rnd Trip?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Date	Time	Itinerary	B	L	D	Lodging
		Depart From	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Return To	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date	Expense Description	Currency (if other than USD)	Expense Amount
	Total		
	Index/Activity		

Per Diem Tables:
http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us
Travel Reimbursement Policy:
<http://oregonstate.edu/fa/manuals/fis/411>

List locations where spending the night. Check box for meal per diem and lodging. (Attach additional pages if necessary)