University Administrative Business Center  
Travel Reimbursement Procedure

Unit: Accounting
Process/Procedure Owner: Laura Frye 7-8732
Date of Last Update: 06/09/15

Title: Travel Reimbursement Procedure

Purpose: To provide instructions to those who need to file a Travel Reimbursement

INSTRUCTIONS

1. Travel reimbursements need to be submitted within 60 days of completed travel and in the appropriate fiscal year for the expense so that the costs will be recorded appropriately for financial statement purposes per OSU Policy 407. The fiscal year ends June 30th.
   a. If an employee does not submit a Travel reimbursement request within 60 days
      i. The Business Center may offer a one-time educational session, depending on circumstances before issuing a Memorandum of Understanding (MOU)
      ii. On a repeat violation an MOU will be issued, that is signed by the employee to document their awareness and understanding of the policy and inform them that the university will not reimburse their late reimbursements in the upcoming two year period.

2. Make copies of all your receipts and completed documents and keep them for your records.

3. To obtain your reimbursement, you may either:
   a. Give the original receipts to your department travel coordinator and ask them to initiate a reimbursement request for you in OSU's Travel Reimbursement Entry System (TRES), or
   b. You may personally enter the information into TRES. Please note that training is required prior to being authorized to access TRES.

Note: If you try to create a document in TRES but find you cannot access the TRES form, please contact your UABC CARE Team Accountant to assist you.

4. Once you or your department travel coordinator has created a reimbursement request for you in TRES, a summary of your reimbursement request must be printed and signed by you and the Budget Authority for the index being used.

5. Submit the signed form and receipts to the University Administrative Business Center (UABC) via:
   a. Campus Mail – UABC, 250 University Plaza, Corvallis, OR 97333
   b. Hand Deliver - 1600 SW Western Blvd, Suite 250, Corvallis, OR 97333
   c. Scan – UABC Network Folder for Unit/Department
   d. Email – UABC.APInvoiceReply@oregonstate.edu

Note: Original forms and receipts stay with the Unit/Department if they are "Scanned" or "Emailed" to UABC

6. In addition to submitting the signed forms and receipts, you or your department travel coordinator will forward the TRES document electronically to your UABC CARE Team Accountant for domestic travel and Pam Roberts for international travel.

7. Travel documents are processed in the order received. If reimbursement is more urgent than usual, please mark “RUSH” on the signed original TRES form and we’ll do everything we can to expedite payment.

8. If review of the Travel Reimbursement indicates a change/correction less than or equal to plus/minus 5% of the original reimbursement total is required, the correction will be made by UABC and the traveler will not be notified. If the change exceeds 5% of the original reimbursement total, the traveler will be notified by email of the expected change.
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**Links:** OSU Policy 411: Travel policy: [http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel](http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel)

**Note:** Direct Deposit is a convenient option for travel reimbursements. This is separate from your regular paycheck direct deposit but you can sign up for it at the same time. Log into infoSU at [http://infosu.oregonstate.edu](http://infosu.oregonstate.edu)  
Go to “Faculty/Staff/Employee Info”, then click on “Personal Information” and finally follow the link to “View or Update Direct Deposit Authorization.”

**Note:** If you would like to receive instruction on how to fill out the TRES form on your own – please contact your UABC CARE Team Accountant.

**Note:** Off-campus Extension offices who have access for entering and completing invoices, travel reimbursements, personal reimbursements, and journal vouchers will process and complete the travel reimbursements for the employees stationed at their site. *(Exception: If the claimant is the regular person to enter documents into Banner, then they will follow the process listed above. This will ensure separation of duties.)*

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<thead>
<tr>
<th>Travel Document Checklist</th>
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<tbody>
<tr>
<td>TRES Form</td>
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<tr>
<td>Lodging receipt (for lodging exceeding rates for area - need conference document giving special rate)</td>
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<tr>
<td>Small receipts taped on ONE side of page (makes it easier to scan)</td>
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<tr>
<td>Copy of meeting/conference/workshop/program agenda</td>
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<tr>
<td>Copy of registration form or confirmation of registration</td>
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<tr>
<td>For personal airfare purchases: Itinerary, Boarding passes, Copy of credit card statement</td>
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<tr>
<td>UABC Travel Reimbursement Worksheet (optional)</td>
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