**2020 OSU** **TRAVEL** **REFERENCES** **GUIDE**

**Effective 1/1/2020 – 12/31/2020**

**Summary based on FIS Policy Manual Section 03-140-401 - Travel**

**Meals:** Meals and incidental expenses are *generally* reimbursed at a per diem rate without the necessity for actual receipts, unless group travel or other circumstances apply. See FIS Travel Policy 03-140-405. However, meals that are part of a conference registration package or included in meetings must be deducted.

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| **Meal & Incidental Expense Per Diem Rates** | | | |
| In-State Out-of-State  Low Cost Cities | **$60.00/day** *-or-*  Breakfast = **$15.00**  Lunch =**$15.00**  Dinner = **$30.00** | Out-of-State High Cost Cities | **$71.00/day** *-or-*  Breakfast = **$17.75**  Lunch =**$17.75**  Dinner = **$35.50** |
| **Recent per diem rates for US States and locality rates:** [**http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per\_diem\_us**](http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us)  **Recent per diem rates for international localities rates:**  [**http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per\_diem\_foreign**](http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign) | | | |

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| **Meal & Incidental Per Diem Rate Eligibility for Partial Day**  **(Involving an overnight stay)** | | | |
| Initial Day of Travel - Leave | Prior to 7:00 AM | 7:00 AM to 12:59 PM | 1:00 PM and after |
| Meal Allowance | Breakfast, lunch, dinner | Lunch, dinner | Dinner |
| Final Day of Travel – Return | Prior to Noon | 12:00 to 5:59 PM | 6:00 PM and after |
| Meal Allowance | Breakfast | Breakfast, lunch | Breakfast, lunch, dinner |

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| **Meal Allowance For Day Trip Only  (No overnight stay)** | | |
| Departure **before 6:00 AM** | 25% per diem (Breakfast) | Use account code **28502**,  taxable overtime meals |
| Return **after 7:00 PM**: | 50% per diem (Dinner) | Use account code **28502**,  taxable overtime meals |
| **NOTE: Lunch on a one-day trip is NOT reimbursable** | | |

*\*Departure and return times are based on a typical 8:00 am to 5:00 pm workday. Note any schedule changes.*

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| **Lodging Per Diem Rates**  *(Lodging is reimbursed based on actual cost* ***up to*** *the per diem rate for low/high city locations)* | |
| **In-State** | **$140** |
| **In-State Portland Exception** | **Actual Cost** |
| **Out-of-State Low City** | **$140** |
| **Out-of-State High City** | **$226 \*\*** |
| **Conference Exception** | Lodging reimbursed at actual and reasonable cost. Attach conference brochure showing location, dates, and conference hotel |
| **Non-Commercial Lodging** | **$25.00** |

\*\*(The High Cost Location Table is posted on [OSU Travel webpage](https://fa.oregonstate.edu/accounts-payable/travel)) and is embedded in TRES

**Mileage:** Private vehicle mileage reimbursement rate **is $0.575/mile (effective 1/1/2020)**

**Ground Transportation:**

**Enterprise/National Rent-A-Car – To make car rental reservations:**

* Log into OSU and on the My OSU Portal – Employee tab click on the Enterprise link OR
* Contact Info: 1-888-714-3484 / Corvallis Office: 541-758-0000

Through the online reservations portal, the renter must provide the accounting index code, contact person and phone number to ensure correct direct billing. OSU’s contract covers the Limited Damage Waiver (LDW/CDW) insurances; therefore, no other insurance should be purchased.

**Note**: For those not going through the online reservation system, a personal credit card will be needed.

**University Motor Pool -** 541-737-4141 Campus address: 3400 Campus Way Corvallis, OR

* For reservations and other details, visit their webpage - <http://motorpool.oregonstate.edu/>

The University Motor Pool has vehicles in its fleet to meet the short term and seasonal needs of faculty, staff and students. To be eligible to rent a university vehicle, all drivers must first submit a Driver's Authorization form and meet certain guidelines. Online reservations are available and can be direct billed to the department. Motor Pool rentals include fuel as part of the per mile rate.

**Airport Shuttle Service** – There are several airport shuttle services available in this area, however billing options must be arrange through your department, Business Center or be reimbursed. Prices vary by location and vendor.

* **Groome Transportation** 877-693-3785 or visit their website: <https://groometransportation.com> (Services Portland Airport)
* **Hub Airport Shuttle** 541-461-7959 or visit their website: <https://hubairportshuttle.com> (Services Eugene Airport)

**Airfare:**

**CIAzumano Travel –** For reservation: 541-757-9792 Toll free: 1-800-334-2929 E-mail: azcorvallis@ciazumano.com

CI Azumano is our contracted travel agent that allows direct billing for OSU traveler and is able to supply discounts when you fly on United, Alaska, and Delta Airlines with OSU’s pre-negotiated contracts.  CIAzumano has provided an Online Booking Tool (Certify) for campus users.  This OBT is similar in nature to commercial tools you may be familiar with such as Orbitz, Kayak, and Travelocity.  If you prefer to work directly with an agent, you can call their local area number or complete a travel request form to initiate a trip via email.  It is important to use the web form if you are reserving group travel, non-employee or foreign travel as it ensures the proper information is gathered. **Note**: All direct billed airfare must go through an authorization process by email (traveler must know their approving department and billing index).

See: **OSU’s CIAzumano Dedicated Webpage**: <https://fa.oregonstate.edu/ciazumano-travel-management-company>

See: **Airfare Travel Authorization List** <https://fa.oregonstate.edu/accounts-payable/travel>

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| **Commonly Used Travel Account Codes** | | | |
|  | **Domestic** | **Foreign** | **Both** |
| **Employee Travel** | 39115 | 39615 |  |
| **Non-Employee Travel** | 39117 | 39645 |  |
| **Group/Team Travel** | 39119 | 39646 |  |
| **Taxable Travel - Employee** |  |  | 39712 |
| **Taxable Travel - Nonemployee** |  |  | 39742 |

**Helpful Link: OSU Travel page -** <https://fa.oregonstate.edu/accounts-payable/travel>

**(Revised- PCMM/Accounts Payable 1/2/2020)**