

The background features a dark blue gradient with a starry space pattern. On the left side, there are several circular gauges or dials with white markings and numbers, including 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, and 260. Some gauges have arrows pointing in different directions. The main text is centered on the right side in a white, sans-serif font.

# PLANNING YOUR TRAVEL AND REIMBURSEMENTS FOR RECEIPTS AND TRAVEL

GET IT RIGHT THE FIRST TIME!

# FORMS

- All the forms for travel and receipt reimbursements can be found on the BEE website or above the mailboxes in the main office (Room 116)

OSU Oregon State University

College of Agricultural Sciences

## Biological & Ecological Engineering

About BEE Academic Programs Courses & Workshops Research People Reservations Send us a photo!

Home >

### Current Students

View Edit Outline

#### Resources for current students:

- [Undergraduate student resources](#)
- [Graduate student resources](#)
- [Travel and Receipt Reimbursements](#)
- [BEE FAQ's and policies](#)
- [BEE Assignment Guidelines](#)
- [Course Schedule](#)
- [Computing support](#)
- [Department Scholarships](#)
- [Internships and Job Opportunities](#)
- Get involved in a [student organization](#)
- Useful [links](#) for BEE students

Information for:

- > [Prospective Students](#)
- > [Current Students](#)
- > [Faculty & Staff](#)
- > [Industry Partners](#)
- > [Alumni and Friends](#)
- > [Advisors](#)

AGRICULTURAL SCIENCES





# RECEIPT REIMBURSEMENT

- Always try to purchase items at an auto-pay vendor **first**; or have Jennifer order them. You can find a list of auto-pay vendors on the BEE website [HERE](#).
- \$100 maximum – this is a soft limit
- KEEP ALL ORIGINAL RECEIPTS – It is very difficult to do a reimbursement without a receipt. Receipts must be itemized show the method of payment.
  - If information on receipts is incomplete or unclear, you may be asked to provide a statement showing the charges to your credit card. (Blacken all other info on statement.)
- Your reimbursement request must be *processed by the business center* within 60 days of purchase. Be sure to submit it early enough to allow processing time.
- Lack of planning, convenience, and cost-savings do not justify a reimbursement.

**If in doubt, always ask about purchases and reimbursements *prior* to purchasing items**

# RECEIPT REIMBURSEMENT



Office of Business Affairs

Banner Document # 1

## Reimbursement Request

Send form directly to your Business Center

Type of Reimbursement (check one - do not combine funds)

Personal:  Dept. Petty Cash Refund:  Revolving Fund Reimbursement Code: \_\_\_\_\_

Name: <i>(as it appears in Banner)</i> [Redacted]		OSU ID#: [Redacted]	Department:
Mailing Address: <i>(as it appears in Banner)</i> [Redacted]		Contact Name & Telephone Number: Jennifer Cohen - 7-2041	
City [Redacted]	State [Redacted]	Zip [Redacted]	University Address: <i>(if different from mailing address)</i> 116 Gilmore Hall
<b>Business Purpose</b> - required on all submissions			

### Description of Expenditures

Date	Vendor Name and Address	Item(s) Purchased	Amount
------	-------------------------	-------------------	--------

Fill out all the highlighted areas.

- **Business purpose:** explain what you bought, what it was bought for (how it is going to be used and how the expense relates to the grant) and why you purchased it yourself instead of having us order it or going to an auto-pay vendor. If food was purchased for a group, must have names of group members. More details will save time.

This entire form is online and can be downloaded [HERE](#) then filled out using Adobe Acrobat





# RECEIPT REIMBURSEMENT

## Accounting info:

- **Date** – today's date
- **Index Code** – MUST have an index code. You will get this from your advisor who should also be the PI (Budget Authority) for the index. You can charge multiple indexes
- **Account Code** – Skip
- **Activity Code** – Some Indexes have an activity code. Example: AGD061-AOFC. The AOFC is the activity code
- **Amount** – add up all the receipts and put the *total* reimbursement amount
- **Claimant's signature** – that's you!
- **Budget Authority Signature** – this is usually your advisor, or the project PI.

Date	Index Code	Account Code	Activity Code	Amount	Instructions:
					1. List expenditures by vendor. For more than one purchase, list in purchase order date (oldest first).
					2. Attach original receipt(s) for each expenditure listed.
					3. Payments will be issued to claimant unless it is applied to an advance
I CERTIFY THAT THE EXPENSE(S) ITEMIZED ABOVE WERE INCURRED IN THE PERFORMANCE OF MY OFFICIAL DUTIES AND THAT THE CHARGE(S) ARE THEREFORE JUST AND NO PART THEREOF HAS BEEN HERETOFORE PAID.				I CERTIFY THAT THE EXPENSE(S) ITEMIZED ABOVE HAVE BEEN REVIEWED AND ARE ACCURATE, ALLOWABLE AND AN APPROPRIATE EXPENDITURE(S). IT IS WITHIN MY BUDGETARY AUTHORITY TO APPROVE THE ABOVE EXPENSE(S).	
<b>Claimant's Signature</b> <i>Original or faxed copy accepted. Original signature, that was faxed, is to be mailed to your Business Center.</i>				<b>Budget Authority's Signature</b> <i>Original Budget Authority's Signature. No stamps or forgeries.</i>	
<b>Date</b>				<b>Date</b>	
Printed Name				Title	
Revised 08/26/2010					

This entire form is online and can be downloaded [HERE](#) then filled out using Adobe Acrobat



# RECEIPT REIMBURSEMENT

All receipts for your reimbursement must be cleanly taped to a sheet of paper. You can put multiple receipts per sheet. Receipts **MUST** show how purchase was paid for. **DO NOT** cover any of the printing on the receipt in tape; it does not scan well.

Lost receipts:

- Fill out a “Lost Receipt Memo” explaining what went wrong. You can get this memo from the Admin Assistant.
- Print out a copy of your credit card charges or bank statement charges showing the specific charge you are missing the receipt for

**If in doubt, always ask about reimbursements/purchases prior to purchasing items**

# TRAVEL

**Oregon State UNIVERSITY OSU** Pre-Approval Travel Request  
(not for international travel—use OPAA)

---

GENERAL INFORMATION

Traveler's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Department Biological & Ecological Engineering Dept

Date of Departure \_\_\_\_\_ Destination Cities \_\_\_\_\_

Index(es) \_\_\_\_\_ Date of Return \_\_\_\_\_

Reason(s) for Travel

\_\_\_\_\_

\_\_\_\_\_

---

TOTAL ESTIMATED COST OF TRIP

Transportation \_\_\_\_\_ Registration Fees \_\_\_\_\_

Meals \_\_\_\_\_ Lodging \_\_\_\_\_

Other \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_

---

AUTHORIZATION

\_\_\_\_\_  
Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Department Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
PI Approval Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Form for travel within the US

All travel outside the state of Oregon requires travel pre-authorization.

Flights, lodging reservations, and other bookings CAN NOT be approved without a signed travel authorization form. Routing can take a few days.

**Oregon State UNIVERSITY OSU**  Foreign Travel Authorization  
Office of Business Affairs

---

1 Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

2 Department: \_\_\_\_\_ Business Center: \_\_\_\_\_

3 Date of Trip: \_\_\_\_\_

4 Trip Destination: \_\_\_\_\_

5 Purpose of business trip:

\_\_\_\_\_

6 **Dean, Director, Department Head, or PI Approval**  
The above individual is approved to take the business trip described above. I certify that this trip is necessary and that the required funds are available for expenditure.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

7 **Prepared by:**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

8 **OPAA Approval (Pre-approval for international trips on grant funds)**

OPAA Accountant's Signature \_\_\_\_\_ Index \_\_\_\_\_ Account Code \_\_\_\_\_ Activity Code \_\_\_\_\_

Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Form for international travel



# TRAVEL – WITHIN THE U.S.

- General Information – complete each field
- Reason(s) for Travel – What are you doing and how does it relate to the project/grant. BE SPECIFIC
- Total estimate cost of trip – do your best, this is just an estimate
  - Note: If you can register/pay for registration for a conference online, see Jennifer *after* your travel is approved so she can use the department credit card to pay for your registration
- Authorization – after you sign it, have your advisor (or PI) sign it.

This form is online and can be downloaded [HERE](#) then filled out using Adobe Acrobat

Oregon State UNIVERSITY OSU Pre-Approval Travel Request (not for international travel—use OPAA)

---

GENERAL INFORMATION

Traveler's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Department Biological & Ecological Engineering Dept

Date of Departure \_\_\_\_\_ Destination Cities \_\_\_\_\_

Index(es) \_\_\_\_\_ Date of Return \_\_\_\_\_

Reason(s) for Travel

\_\_\_\_\_

---

TOTAL ESTIMATED COST OF TRIP

Transportation \_\_\_\_\_ Registration Fees \_\_\_\_\_

Meals \_\_\_\_\_ Lodging \_\_\_\_\_

Other \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_

---

AUTHORIZATION

\_\_\_\_\_  
Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Department Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
PI Approval Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# TRAVEL – OUTSIDE OF THE U.S.

- Section 1-4– Completely fill out the top portion. Be specific on reason for travel. Our business center is AMBC
- Authorization – after you sign it, have your PI (advisor) sign it.
  - If you are traveling on grant funds, submit your form to the Admin Assistant for routing through OSRAA for approval - this may take a couple of days. Flights for the trip WILL NOT be authorized until approval is received from OSRAA
- International travelers should register with the OSU [International Travel Registry](#). This will provide travel insurance, assistance in the event of an emergency, lost passport, natural disaster, etc. There is a nominal daily fee for students, so consult your PI prior to registering.

The screenshot shows the 'Foreign Travel Authorization' form from the Oregon State University Office of Business Affairs. The form is divided into several numbered sections:

- 1** Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Business Center: \_\_\_\_\_
- 2** Date of Trip: \_\_\_\_\_
- 3** Trip Destination: \_\_\_\_\_
- 4** Purpose of business trip:  
\_\_\_\_\_
- 5** **Dean, Director, Department Head, or PI Approval**  
The above individual is approved to take the business trip described above. I certify that this trip is necessary and that the required funds are available for expenditure.  
Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_
- 6** **Prepared by:**  
Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Department: \_\_\_\_\_ Phone: \_\_\_\_\_
- 7** **OPAA Approval (Pre-approval for international trips on grant funds)**  
OPAA Accountant's Signature \_\_\_\_\_ Index \_\_\_\_\_ Account Code \_\_\_\_\_ Activity Code \_\_\_\_\_
- 8** **Notes**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form is online and can be downloaded [HERE](#) then filled out using Adobe Acrobat



# TRAVEL – PURCHASING AIRLINE TICKETS



The OSU-contracted travel agency is Azumano.

- Azumano can direct bill airline tickets to an index, upon approval from an airfare approver. (The admin assistant and office manager are airfare approvers.)
- Azumano has an online booking tool available to faculty and staff called *Certify*. Certify can be used for domestic travel only.

# BOOKING FLIGHTS

## Faculty & staff booking domestic flights:

- Use the [Certify](#) booking tool. This will allow you to choose your own flight and price, and charge it to an index. International flights can NOT be booked through Certify.

## Students and international flight requests:

- Use the online [Azumano Travel Request Form](#). After completing the form, you will receive a copy of the information that was entered. Forward this information to your Administrative Assistant right away.
  - *Very Important: When you receive a response from Azumano with flight options and quotes, be sure to cc the Administrative Assistant on your reply and all subsequent communications with Azumano.*



# IMPORTANT NOTICE!

*Very Important:*

*When you receive a response from Azumano with flight options and quotes, be sure to cc the Administrative Assistant on your reply and all subsequent communications with Azumano.*

# TRAVEL – PURCHASING AIRLINE TICKETS YOURSELF

- You can purchase your airline tickets yourself from a non-contracted vendor as long as it is the most economical travel option.
- Keep in mind that you can't be reimbursed for airline tickets until AFTER the travel is complete.
- Traveler assumes all risks and costs if changes or cancellations occur. (This may not be the case if you purchase through Azumano or Certify)
- Traveler can book standard coach tickets only; upgrades will not be reimbursed





# AIRPORT TRANSPORTATION & PERSONAL MILEAGE

- **Personal Vehicle** - Reimbursed for 95 miles each way to and from the airport. Mileage can also be claimed via a travel reimbursement when driving your own vehicle for research or conferences. Utilize the motor pool vehicles whenever possible. If you are driving out of state, you must prove that the mileage is more economical than flights by getting a flight quote.
- **Motor Pool** – You can reserve vehicles via the University motor pool using an index. All drivers MUST fill out a “Driver’s Authorization Form” found on the motor pool website. (<http://motorpool.oregonstate.edu/>)



You can get discounted parking at the Airport with Thrifty Parking when you book your travel with Azumano Travel or by calling 888-634-Park and using discount code AZUGOV.

See [Thrifty Airport Parking Info](#) for details

# RENTAL CAR



Enterprise/National is the OSU-contracted company for Rental Cars

## Rules:

Receipts are required for all vehicle rentals, even when booked through OSU.  
Economy or compact cars are to be used unless there are 3 or more persons.

Rental car reservations may be made through one of the methods below:

- Reserve online through our Enterprise Rent-a-Car reservation portal for OSU via the myOSU Portal. The booking link can be found on the Employee page, under Employee Quick Links.
- Call the Corvallis Enterprise office at 1-541-758-0000. (Make sure to tell them you are with OSU and should receive the OSU-contracted rate.)
- Call 24-hour Reservations at 1-800-261-7331. (Make sure to tell them you are with OSU and should receive the OSU-contracted rate.)
- You can also book via Azumano travel. Do not book through Azumano unless you are booking airline tickets at the same time, otherwise an agent fee will be charged. Azumano may ask for an “account number”. This is different from the index number. If you need the account number, please contact the admin assistant.



# LODGING



## Preferred Option: Book your lodging reservations using the department credit card

- Find a hotel within the area per diem rate that is easily accessible from the event you are attending.
- Send Jennifer an email detailing the dates, business purpose, location, and link to hotel. NOTE: Jennifer will not make the reservation for you until your travel pre-authorization form has been completed and signed by the PI.
- If you are attending a conference/seminar which requires staying at the conference site hotel, you will be reimbursed for the actual amount of lodging, even if it exceeds the per diem rate. **You must provide documentation of the hotel's designation as a conference site hotel.** If no conference hotels are available and your lodging is over per diem, you must provide documentation showing that.

# LODGING

## Least Preferred Option: Making your own reservation and paying out of pocket

- Lodging is reimbursed on a per diem rate based on the area you are traveling to. For most of the United States, the lodging per diem (not including taxes) is \$132. You should check the per diem rate for your area of travel prior to making reservations to ensure your lodging expenses will be covered in full. **Itemized** receipts are required for reimbursement and **MUST** show form of payment.
- \*Remember to request the government rate when making lodging reservations/checking in.\*
- Reimbursement is for single occupancy rate only, regardless of per diem limit. If you are sharing lodging with another traveler, please provide documentation of who it was and what index their portion will be charged under.
- Non-commercial lodging (private home, institution housing, campgrounds, etc.) will be reimbursed at the per diem rate of \$25/night.



# CONFERENCES

- You are not authorized a rental car at your destination during a conference unless it is cheaper than taking the shuttle back and forth or no shuttle/taxi is available
- Conference registration can be paid using the department credit card. See Jennifer.
- If you are attending a conference/seminar which requires staying at the conference site hotel, you will be reimbursed for the actual amount of lodging, even if it exceeds the per diem rate. **You must provide documentation of the hotel's designation as a conference site hotel.** If no conference hotels are available and your lodging is over per diem, you must provide documentation showing that.
- Save a copy of the conference schedule. You will need this for your reimbursement.
- **SAVE ALL RECEIPTS!** (except food receipts)

# PERSONAL TRAVEL WHILE ON BUSINESS TRAVEL

- Travelers may combine personal travel with business travel as long as no added expense is incurred by the University.
- Personal days must be noted on the traveler's travel pre-approval form, and on the itinerary when requesting reimbursement for business related expenses.
- Comparison quotes showing the business-only cost is required, if combining personal travel with business travel. **OSU will only cover the business portion of the trip.**
- Azumano can split the billing so that the business portion of the airfare is charged to the university and then the individual is billed separately for their personal segment of the trip. (You must make arrangements directly with Azumano to pay your portion.)
- Talk to the admin assistant before making any reservations—they will make sure you follow procedures correctly and ensure that reimbursements will go smoothly.





# NON-REIMBURSABLE EXPENSES



- Home-to-office travel
- Deviations from the most direct and usually traveled route
- Expenses incurred because the employee is accompanied by family member (This includes hotel and Lyft/Uber: If additional costs are incurred to add them to the hotel room, or to get a larger Lyft/Uber ride, you will only be reimbursed for your portion of the cost.)
- Travel expenses associated with personal travel (i.e. personal travel insurance)
- Alcoholic beverages
- Meal expenses above the per diem rates
- Lodging expenses above the per diem rates (unless previously authorized)
- Tips/gratuity (this includes taxis and shuttles)
- Interest on personal credit cards
- Mileage reimbursement on rented vehicles
- Gas for personal vehicle
- GPS navigation units on rental vehicles





# TRAVEL REIMBURSEMENTS – WHAT YOU NEED

- Airline ticket receipts/stubs and baggage receipts (if you had to pay for baggage check)
- Hotel receipts
- Parking receipts
- Supplies/Equipment receipts – if you are working in the field and needed anything while away, be sure to include the receipt. If you have quite a few receipts, you can submit a regular receipt reimbursement instead.
- Proof of work – If you are going to a conference, you will need to provide the conference itinerary. If you are working in the field or attending a meeting, you will need to provide proof of field work. **(i.e. email exchanges showing the dates and location; meeting schedule – this is the most missed item)**
- Tape all receipts cleanly to a sheet of paper. Please do not tape over any of the text.

**SAVE ALL RECEIPTS!**