



Portland State University
Office of Business Affairs

Travel Guide

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Introduction to Travel

Travel Administration

PSU's travel policies are derived from travel rules established and authorized by the Oregon State Board of Higher Education (OSBHE) on behalf of the universities of the Oregon University System (OUS). OUS's travel rules are found in Section 11.01 of the Financial Administrative Standard Operating Manual (FASOM). FASOM allows each OUS institution to develop its own travel policies without exceeding the limits established in FASOM Section 11. FASOM can be accessed through the OUS home page, Fiscal Policy Manual, <http://www.ous.edu/cont-div/fpm/>. Scroll down through the alphabetical category listing to Travel.

It is OUS policy to pay for or reimburse employees and authorized non-employees traveling on official university business. Such payment or reimbursement is subject to all applicable statutes, regulations, bargaining agreements, contracts, policies, and budget availability. Questions about this set of travel policies should be directed to PSU's Travel Desk at ext. 5-3733 or travel@pdx.edu or through instant messaging at <http://www.pdx.edu/bao/travel>

Basic Principles of Travel Policy

The university has several fundamental travel policies:

- a. University travel shall be allowed only when the **travel is essential** to the normal discharge of official duties.
- b. Travel is to be conducted in the most **efficient and cost-effective manner**, resulting in the best value to the university.
- c. Each department is charged with the responsibility for **determining the necessity and justification for travel**, including the selected method of travel. The justification of travel should be included within the Business Purpose. See below section on Business Purpose.
- d. Departments shall make every effort possible to **minimize personnel time** spent on out-of-state travel.
- e. Departments and university personnel must **comply with all provisions** of this travel policy. Traveler will only be reimbursed according to policy. If policy is not followed, any additional charges the traveler incurred that fall outside of the travel policy will not be reimbursed.

Business Purpose

All Travel Reimbursements must include a business purpose. The business purpose serves as justification for travel. The nature of the business needs to be described in detail for each destination. IRS defines business purpose as "the expense or the business benefit gained or expected to be gained." Descriptions should give enough information to determine the benefit.

Individuals who travel where no formal agenda is provided (i.e. conference and or workshop) should provide a daily itinerary to document a business purpose for all days. The itinerary should include dates, name of the organization involved (no acronyms please), names and positions of individuals, places monuments or institutions visited; or other descriptions as appropriate and a description of the activity itself. The description of the activity should be specific and mention, for example, research topic, paper title etc.

Inadequate descriptions:

- I need to attend a conference
- I need to research some stuff for my grant
- I need to recruit students
- I need to go visit another college
- I need to be a speaker at a function

Adequate description:

- I need to attend the Oregon Women in Higher Education conference in order to learn new coaching techniques for my department
- I need to map the Redwood Forest for my xxx grant focused on this area
- I need to go to Portland Community College and Mt. Hood Community College to recruit potential students for PSU
- I need to visit Oregon State University's travel department in order to gain insight on how they conduct web travel.
- I need to attend the Environmental Sciences conference to give a presentation on the Willamette River project in order to have PSU recognized as one of the leaders in the industry.

Definitions of Common Travel Terms

These terms are used throughout this policy:

- a. **In-State Travel** - Travel between locations in Oregon and Vancouver surrounding suburbs and any travel to Oregon.
- b. **Out-of-State Travel** - Travel from Oregon to a destination within the continental U.S. This may include travel between points outside of Oregon, where the trip does not originate from or return to Oregon.
- c. **Foreign Travel** - Travel to, from, or in foreign countries.
- d. **Outside the Continental United States (OCONUS) Travel** - OCONUS travel comprises travel in Alaska, Hawaii, Puerto Rico, and other U.S. Possessions.
- e. **Commercial Travel** - Travel requiring overnight stay from employee's office location with expenses arising from the use of commercial lodging.
- f. **Non-traditional Travel** - Overnight travel using non-commercial lodging, e.g., camping in a park, using an RV, or a private home.
- g. **Office Location** - The city, town or other location to which an employee is assigned.
- h. **Per Diem** - Reimbursement amounts for lodging, meal and incidental expenses for a 24-hour period. When claiming per diem, receipts are not required.
- i. **Incidental Expenses** - These expenses are combined with meal per diems and are not reimbursable outside of the per diem amount. Incidental expenses include, but are not limited to: tips, gratuities, laundry and dry cleaning expenses. The term does not apply to taxis, airport shuttles, telephone or fax calls; these are to be itemized and reimbursed at cost, with explanation of business purpose.
- j. **Unrestricted Air Travel** - Air travel for which no advance purchase or stay restrictions are placed on the ticket purchase. The state's **City-Pair** airline contracts are examples of unrestricted air travel.

Persons Eligible for Travel Expense Reimbursement

The following may be reimbursed for official travel expenses:

- a. **Employees** - Employees of PSU or OUS, including faculty, staff, and students whose duties include official travel.
- b. **OUS Board Members and Unpaid Members of Advisory Committees** - OSBHE members or members of advisory committees may be approved for official travel.
- c. **Recruitment for Employment** - Candidates for positions may, with prior approval, travel to PSU or another site for interview in the course of recruitment.
- d. **Athletic Recruits** - Athletics may pay for the cost of travel for prospective athletes (recruits) to visit PSU
- e. **Students** - Non-employee students may travel as part of an educational program, including athletics.
- f. **Employees of Other State Agencies** - These employees may travel on behalf of PSU.
- g. **Non-Employees and Volunteer Workers** - These include consultants, official guests, speakers, and volunteers. However, family members must pay their own way. Volunteers must be officially sanctioned through the Human Resources Center.
- h. **Personal Services Contract** - No expense or reimbursement may be paid separately unless it is clearly stated in the PSC.

Approvals - Travel and Expense Reimbursement

Travel expenses will be reimbursed provided the trip is approved in writing in advance by authorized university personnel, usually the department head. Grants and contract projects may need to obtain current budget approval from Research and Strategic Partnerships before travel commences. **ALL TRAVEL AUTHORIZATIONS FROM ALL FUNDS MUST BE APPROVED IN ADVANCE.**

Methods of Payment for Travel Services

Authorized travel expenses may be paid in several ways:

- directly reimbursed to the authorized claimant via the travel reimbursement form (either an employee or authorized non-employee);
- directly reimbursed to the authorized claimant prior to the trip via travel/operating advance form;
- directly paid in advance or after-the-fact to the travel vendor through FIS via PSU contract;
- or by direct payment to the travel vendor through any of PSU's contracted travel agencies.

- a. **PSU Group Travel Cards (e.g. Athletic Team Travel, Geology Field Trips, Student Activities and Leadership Programs) may be used to charge travel services.** The Cards for these areas are associated with team and group travel, therefore, authorized to charge travel-related costs.
- b. **Other departmental Procurement Cards** may be used for conference registrations. Except as explained in Section 70.100 in OUS policy regarding hotel reservations, **departments are not to use their Procurement Cards for other travel-related services or hosting.**

Payment of Personal Expenses Prohibited

Payment of all personal travel expenses is strictly prohibited. Reimbursement of personal expenses is not authorized. Examples of personal expenses include travel to places of entertainment or personal gain using University funds.

Travel Authorization

In-State, Out-of-State, and Foreign Travel Approvals

Authorizations for travel must be submitted in writing, subject to the policy of the department. Blanket authorization for a series of trips may receive a single advance approval. Employees whose duties require frequent or continuous instate or regional travel, are considered to have advance approval when the required travel is within the usual limits of their duties.

Travel Authorization Form (TAF)

The Travel Authorization Form is required for all Out of State, Foreign or In-State Travel with Airfare purchase with the following exceptions:

- Non PSU Employees
- In-State without airfare purchase

Written approval from your Department Head, Director, Dean, Chair, etc. is required. This signature must come from an individual whose position of authority is greater than the claimant's and who has been approved for and signed the PSU Signature Authorization Form.

The Travel Authorization Form must include a valid, approved business purpose and a daily itinerary, which specifically identifies personal days from business days. Attach additional sheets if needed. Travel authorization forms are to be kept in the department until the travel reimbursement is completed. At that time, the **original** TAF needs to be submitted to Specialized Accounting along with the Travel Reimbursement Form.

The Travel Authorization Form (TAF) must be completed and approved PRIOR to booking any travel arrangements made on behalf of PSU.

Travel on Grants:

Route form for signatures for Sponsored Projects Approval (Box 2) to confirm funding is available and allowed on the sponsored project. The signature in Box 2 is also verifying that requested exceptions are warranted when required in order to meet the terms and conditions of the grant. The Principal Investigator must sign the form for all travel proposed on their sponsored project. If the PI is the traveler, the PI's supervisor (typically a department head) must indicate their approval in Box 2. In addition to the PI or department head approval, the second authorized approver in Box 2 is either the DRA or RSP depending upon the delegated authority for approving sponsored projects transactions for the college/department.

Once Box 2 is complete, route form to department for approval (Box 1). The department is responsible for assuring the appropriate signatures are obtained in Box 2 prior to approving in Box 1. (BAO verifies Box 1 signature only).

Form is retained in School/College/Department according to standard procedures until travel has been completed. The **original** travel authorization form must be submitted along with the travel reimbursement request form to BAO. Please note: if reimbursement request on a sponsored project account is received in BAO without a PI & RSP/or RSP Delegate signature, BAO will return the form back to the department signor (Box 1).

IN PRACTICE: Jane Smith's travel is taking place in New York. She is not attending a conference where a formal agenda is already provided; she is conducting research for her grant. Jane creates a detailed daily itinerary indicating what she does for the four days of her trip. Jane attaches the itinerary and must first get her TAF approved by her PI and DRA prior to booking travel. Once the PI and DRA have approved off on the TAF, she gets it approved by Department before she books her travel. The TAF is kept in the office until the Travel Reimbursement form is complete. At that time she bundles the original TAF with the Travel Reimbursement Form and submits to Specialized Accounting.

Introduction to Common Expenses

There are several common expenses related to University travel. These include the following:

- Meals and incidentals
- Lodging
- Miscellaneous expenses
- Transportation
- Airfare

All of these expenses are utilized within each method of travel:

- In State
- Out of State
- Foreign
- OCONUS

Meal and Incidental Expense Reimbursement

Meal and incidental expenses are reimbursed at a per diem rate without the necessity for actual receipts. These expenses may be reimbursed only if the traveler qualifies for lodging expense reimbursement, except as noted. If receipts are submitted, the Travel Office will only reimburse the amounts specified on the receipt if lower than per diem. Tips shown on the receipts are not reimbursable expenses. (See PSU Summary of Travel Reimbursement Rates and Travel References) http://www.pdx.edu/bao/sites/www.pdx.edu.bao/files/BAO_travel_codes_rates_2012.pdf

Meals on One-Day (non-overnight) Trips - When a traveler departs and returns the same day, **meal expenses are usually not reimbursed** except in the following examples:

- When traveling as an OUS board member or unpaid member of an advisory committee.
- When a meal at a convention, conference, or meeting is part of the agenda. Usually, the meal is paid for as part of the workshop fee.
- When directed or required to attend mealtime business meetings, including community or public relations meetings.
- Trips by athletic teams and student groups; in-state rate;
- When employees leave their official station two or more hours before their regular work shift, they may claim the breakfast allowance only (in state rate - taxable per IRS).
- When employees return to their official station two or more hours after their regular work shift, they may claim the dinner allowance only (in-state rate; taxable per IRS).
- **Proration of Meals for Partial Days on Overnight Trips:**

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 Noon to 5:59 PM	6:00 PM and after
Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, lunch and dinner

Applicable meal and incidental expense per diem may not be claimed if a meal is provided at a hosted function, e.g., when a registration fee includes a meal or if a hotel provides continental breakfast. The per diem rate for a full day's meal and incidental expenses is apportioned:

- Breakfast 25%
- Lunch 25%
- Dinner 50%

c. **Actual Meal Expense Reimbursement** - Reimbursement for meals at actual expense is only allowed for:

- Hosting official guests and groups (hosting rates are: \$16.25 breakfast; \$16.25 lunch; \$32.50 dinner. All prices include tips and gratuities up to 15 %.) Hosting while on travel status requires the claimant to be reimbursed at hosting rates.
- Athletic team and student group meal expenses (actual, but per person rate is to be within per diem limits).
- OUS board members and unpaid members of advisory committees.
- These reimbursements require original **itemized receipts**. In addition, the claim must separate meal cost and gratuity paid. When a single reimbursement is submitted for multiple employees, all employees and guests names should be identified on the reimbursement and a business purpose and or agenda attached. **Note: expenses for alcohol are not reimbursed. When calculating tip, any alcohol purchases must be deducted prior to the 15% calculation.**

IN PRACTICE: Jane Smith goes on a trip and instead of claiming per diem, attaches her meal receipts for Breakfast. One of her receipts is for \$5.50 and she gives a \$1.00 tip. Although Jane's meal total is below per diem, the Travel Office has to go by the receipt amount and cannot reimburse for tips. Jane gets reimbursed a total of \$5.50 for her breakfast.

Lodging

Lodging expenses are normally reimbursed when authorized campus personnel determine that the traveler would not reasonably be expected to return to his or her residence between work shifts. Generally, lodging under OUS's Accountable Plan (i.e., meeting IRS rules) is paid at per diem rates. These flat rates do not require lodging receipts. Conferences and workshops fall under the **exceptions to the per diem rate**. In this instance, the traveler stays at the conference site hotel which may be higher than per diem rates. In the case of an exception, lodging is reimbursed at actual and reasonable rates with conference brochure and lodging receipts required. (See PSU Summary of Travel Reimbursement Rates and Travel References)

http://www.pdx.edu/bao/sites/www.pdx.edu.bao/files/BAO_travel_codes_rates_2012.pdf

- a. **Hotel Reservations** - Departments may make hotel reservations for their travelers and use the VISA Procurement Card to hold the room. The procurement card cannot be charged and instead, the traveler must pay on their own and seek reimbursement when they return
- b. **The preferred way to hold reservations** is for the traveler to book using their own personal card or PSU Corporate travel card. The traveler can charge the lodging expenses to his/her Corporate VISA Card at checkout. (See BAO website for a Corporate Card application and FAQs.)
- c. **Lodging Receipt Requirements** - In the instance, usually for lodging at a "conference site", where lodging receipts are required to reimburse claimants' actual lodging expenses, the receipts must show:
 - traveler's name
 - date(s) of lodging

- room number
- number of guests
- single room rate (if not printed, traveler may enter this and sign receipt)
- actual amount paid

d. **Lodging Taxes** - Taxes on lodging are not included in the per diem rate. If actual costs are reimbursed, the amount itemized for lodging should be the total lodging expense including taxes i.e.: actual night stay is \$120/night and taxes are \$20/night; the total itemized receipt should reflect \$140/nt.

IN PRACTICE: Jane Smith is attending a conference in Pocatello, Idaho. The conference has identified the Holiday Inn as a conference hotel. The hotel rate is \$200/night. Since it clearly states this is a conference site hotel, Jane can stay at the hotel and will be reimbursed at the \$200/night although it is above the per diem. Jane just needs to attach the conference agenda showing it is a conference site hotel and her original itemized folio to the reimbursement.

Miscellaneous Expenses

Necessary business-related expenses are normally reimbursed. Personal expenses are not reimbursed. **Miscellaneous expenses must be itemized for reimbursement.**

Necessary miscellaneous business-related expenses are not reimbursed using a per diem; rather, if the travel has incurred a miscellaneous business expense as outlined below, that expense is reimbursable at the actual cost.

Checked Baggage (receipts required if over \$25 per item):

- Up to 2 standard-weight bags each way (standard weight as defined by the airline used).
- Additional baggage (more than 2 bags) or overweight baggage may be reimbursed only when a business purpose is provided and approved by authorized institution personnel; receipts are required.

Examples of Expenses Normally Reimbursed - These items of expense need to be itemized; no receipt is needed unless a single transaction exceeds \$25.

- ATM cash advance transaction fee, up to 2% as charged by US Bank for the Corporate VISA Card.
- Business-related telephone, internet and facsimile charges.
- Postage or express charges.
- One long-distance call to a family member on the first day of travel and alternating days thereafter. Cost and time limits: \$8.00 or 15 minutes per personal call. Cost must be shown on the traveler's hotel bill.
- The cost of buying traveler's checks.
- An emergency purchase of materials and supplies.
- Visa and passport expenses.

- Bridge and toll fares
- Miscellaneous transportation costs such as bridge and turnpike tolls, ferry fares, and parking charges. In Portland, traveler will only be reimbursed at the economy parking rate of \$10/per day.

Expenses Not Reimbursed - Expenses for these items are not reimbursed unless specifically justified and approved by department and SAS. These include:

- Home to office travel.
- Deviation from the most direct and usually traveled route.
- Expenses incurred because traveler is accompanied by a spouse or family member.
- Personal expenses
- Parking at PSU if work location is PSU campus.
- Traffic and parking tickets
- GPS for rental vehicles
- Upgrades for transportation and lodging
- Meals when provided as a part of lodging and or conference agenda
- Personal travel insurance

IN PRACTICE: While Jane is at a conference that she will be training attendees, she realizes that she forgot to make copies of the presentation materials for the group. She drives over to the nearest copy center and pays \$40 for the copies. On her way she also gets stopped for a traffic violation and gets a ticket. Jane can claim the \$40 on her TR form for the materials. She clearly states what the business purpose is and attaches the original receipt since it is over \$25. She cannot claim the traffic ticket on her TR form.

Receipts/Documentation

Expenditures requiring receipts must be original and itemized. Receipts should show the vendor name, the dollar amount, the date, an itemization of what was purchased, and ship to addresses (for online purchases). Copies will only be accepted in rare instances. When an itemized receipt cannot be provided, proof of payment is required. Proof of payment can include credit card statement, copy of front and back of canceled check etc.

Unacceptable receipts:

- Invoice
- Quote
- Purchase order
- Confirmation of purchase not reflecting amount paid
- Credit card receipts that are not itemized

Receipts are required for the following items:

- Miscellaneous expenses over \$25
- Out of state transportation over \$75
- Conference registration
- Car rental
- Gas receipts for rental cars

- Visa and passport expenses over \$25
- Airline baggage fees over \$25
- Hotel folios for conferences if over per diem
- Hosting
- Airfare, if purchased on own

Receipts are not required for the following expenses:

- Any miscellaneous expenses under \$25
- Any out of state transportation under \$75
- Meals claimed at or under per diem
- Lodging claimed at or under per diem

In-State Meals & Incidental Expenses and Lodging

a. Meals & Incidental Expenses

All Oregon cities are currently classified as “low”. In-state travel meals and incidental expenses will be reimbursed at the rates provided at link below (See PSU Summary of Travel Reimbursement Rates and Travel References) **No receipts are required for meals if following per diem rates.** However, meals that are part of the conference registration package (see Lodging Exceptions) must be deducted from the meal per diem.

b. Lodging Expense Rates

- In-State lodging rates are NO LONGER determined by "**High**" and "**Low**" cities. (All of Oregon is considered Low).
- In-State Lodging: Generally, lodging is reimbursed up to the per diem rates. When claiming at or below per diem, **no receipts are required.** Taxes for lodging are reimbursed as a part of lodging expenses and are coded using travel account codes. (See PSU Summary of Travel Reimbursement Rates and Travel References) http://www.pdx.edu/bao/sites/www.pdx.edu.bao/files/BAO_travel_codes_rates_2012.pdf
- Exceptions: The primary lodging exception is for stay at a **Conference Site Hotel.** This allows lodging to be reimbursed at "actual and reasonable" cost. Upgrades within the hotel are not allowed and will not be reimbursed such as ocean view or presidential suites. **Lodging receipts are required when the conference site exception is used.** The hotel used must be specified on the conference brochure as a “conference site hotel.” Other exceptions are reviewed on a case-by-case basis.
- Lodging will be reimbursed according to the “high” “low” lodging rates at per diem rates and or at the actual rates when there is a conference site exception. Any additional charges the traveler incurs for lodging above these rates, will not be reimbursed.

c. Portland Lodging Rate

All guests, candidates, recruits, consultants, etc. where the university is paying for lodging in Portland can use either University Place Hotel or Hotel Modera.

d. Account Codes - Use In-State account codes.

- 39415 – Employee (Program) In-State Travel
- 39416 – Employee (Training) In-State Travel

- 39445 – Non-Employee In-State Travel
- 39446 – Group travel In-State Travel

e. **Non-Commercial Lodging**

The intent of the non-commercial lodging per diem is to reimburse travelers using non-commercial facilities (e.g., travel trailer, motor home, or staying with friends or family members) and should result in an economic benefit for the university. Non-Commercial lodging is reimbursed to the traveler at \$25/night.

IN PRACTICE: Jane attends a two day workshop in Salem, Oregon. Her sister lives in Salem and therefore, Jane decides to stay with her sister for the night to save PSU money. She leaves Portland to drive to Salem at 6:00am to make her workshop which starts at 8:00am. She returns back to Portland the next day at 8:00pm. Jane can claim \$25 non-traditional lodging on her TR form. In addition, Jane will get all meals for the day because she left before 7:00am as stated on the Proration of meals table. Jane will also get a full day of per diem for her trip home because she gets back to Portland after 6:00pm as stated on the table.

Out-of-State Meals & Incidental and Lodging

- a. **Out-of-State Meals** (including incidental expenses) are determined by IRS rules involving "**High**" and "**Low**" rates by location (city/county). A list of the high cost locations in the continental U.S. is available on the BAO's web site http://www.pdx.edu/bao/sites/www.pdx.edu.bao/files/BAO_travel_codes_rates_2012.pdf
- Out-of-State meals, Low City: **\$52** per person per day. No receipts are required.
 - Out-of-State meals, High City and conference exceptions: **\$65** per person per day. No receipts are required.

Meals that are part of the conference registration package (see Exceptions) must be deducted from the meal per diem on a pro rated basis. For example, if a banquet is part of the registration package, a dinner amount (50% of the per diem rate) is deducted for that day.

- b. **Out-of-State Lodging:** Out-of-State Lodging is determined by IRS rules involving "**High**" and "**Low**" rates by location (city/county). A list of the high cost locations in the continental U.S. is available on the BAO's web site http://www.pdx.edu/bao/sites/www.pdx.edu.bao/files/BAO_travel_codes_rates_2012.pdf
- Out-of-State lodging, Low City: **\$111/per night**. No receipts are required.
 - Out-of-State lodging, High City and conference exceptions: **\$177/per night**. No receipts are required.
- c. **Exceptions:** The primary exception is to stay at the **Conference Site Hotel**. The traveler can receive reimbursement of actual and reasonable costs. Submit original lodging receipts showing occupant's name, room number, dates of stay, number of persons occupying the room, room rate, lodging taxes, the actual amount paid, and payment method. A brochure listing conference hotels is also required for reimbursement. **Regardless of the city, if the conference site exception is used, lodging is reimbursed at actual and reasonable costs.**

d. **Account Codes - Use Out-of-State** account codes

- 39515 – Employee (Program) Out-of-State Travel
- 39516 – Employee (Training) Out-of-State Travel
- 39545 – Non-Employee Out-of-State Travel
- 39546 – Group travel Out-of-State Travel

IN PRACTICE: Jane attends a conference. The conference registration fee that she paid includes lunch on all three days. In addition, Jane’s hotel provides a free continental breakfast each morning. Because these meals are provided as a part of the cost of the hotel and the conference registration, Jane will only get reimbursed for dinner for each of the three days of the conference.

Foreign Rates for Meals & Incidental Expenses and Lodging

Foreign travel is when an employee travels on behalf of the University to countries outside of the United States. Rates for reimbursement follow per diem rates specified by the federal government by country and city. If a city within a country is not indicated, travel per diem rates will be reimbursed at “other” rate. There are no blanket rates; the rates vary by country and city. Travelers who spend more than per diem on meals will only be reimbursed at per diem rates. When claiming per diem for meals and lodging, no receipts are required unless a conference site exception is claimed. If a receipt is submitted and the rate is below per diem, traveler will only be reimbursed at actual rates reflected on the receipt.

- a. **Foreign Meals and Incidental Expenses** - The per diem rates are determined using the Federal Maximum Travel Per Diem Allowances for Foreign Areas see: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78 . To view the per diem rates, specify the country and month of travel. Per diem rates are broken into three columns. The first column shows maximum Lodging; the second column shows maximum Meals and Incidental Expenses (e.g., dry cleaning); and the third column shows the total of the first two or the maximum per diem for that location.
- b. **Foreign Lodging Rates** - The lodging rates by country and city are from the same table used for meals, see above. For example, London (United Kingdom) has a lodging allowance of \$319, meals of \$180, total daily allowance of \$499 as of 10/1/11; Cambridge (also in UK, but not listed; therefore use “Other”) is given \$160 for lodging, \$95 for meals, \$255 total per day as of 10/1/11. All rates include tax. If using the per diem rates, no receipts are needed. Conference site hotels are authorized exceptions where receipts and brochures listing conference hotels are required to complete reimbursement.
- c. **Account Codes** - Use Foreign account codes 39615, 39616, or 39645.
- 39615 – Employee (Program) Foreign Travel
 - 39616 – Employee (Training) Foreign Travel
 - 39645 – Non Employee Foreign Travel
 - 39646 – Group travel Foreign Travel

- d. **Currency Conversion:** When traveling to foreign countries, currency conversion is necessary if US dollars are not used. The official currency conversion site that is used by PSU is: <http://www.oanda.com/convert/classic>. Currency conversion can be determined in two ways: 1) go to the Oanda site and lookup the currency conversation rate 2) attach a copy of a bankcard statement reflecting the true conversion rates.
- e. **Foreign Travel Documentation:** When completing a travel reimbursement for foreign travel, a supplemental reimbursement form is available on the BAO website. This should be completed only if more room is needed for the expenses itemized on the travel reimbursement form. When completing a travel reimbursement form, a copy of the foreign per diem rates should be attached along with any currency conversion rates used.

IN PRACTICE: Jane travels to a conference in Tirana, Albania in October 2011. The conference covers lunch for each of the four days. Jane looks up what her per diem would be for this specific country on http://aoprals.state.gov/content.asp?content_id=184&menu_id=78. She selects Albania as the country and ensures the month selected is October 2011. She finds that for Tirana the daily per diem for meals and incidentals is \$98. She knows that meals are divided up by 25% breakfast, 25% lunch and 50% dinner, therefore, she claims \$73.50 for each day (\$98*.50) for dinner +(\$98*.25) for breakfast.

OCONUS - Alaska, Hawaii, Puerto Rico and U.S. Possessions

Travel to these parts of the United States, Puerto Rico and U.S. Possessions is handled similarly to foreign countries - a table is used to derive the meal and lodging rates by location.

- a. **Meals and Incidental Expenses** - Per diem meal rates are found by location in the Federal Maximum Travel Per Diem Allowances for Alaska, Hawaii, Puerto Rico and U.S. Possessions (FASOM 11.06. See the Department of Defense web site for Non-Foreign Rates at (<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>). No receipts are needed. Travelers who spend more than per diem on meals will only be reimbursed at per diem rates. If a receipt is submitted and the rate is below per diem, traveler will only be reimbursed at actual rates reflected on the receipt. Tips are not reimbursable.
- b. **Lodging Rates** - Lodging rates follow the same tables used for meals, see above. The rates include tax and no receipts are required if claiming per diem unless the traveler uses a conference site hotel exemption to claim higher lodging rates. If claiming an exception, provide a receipt and a brochure showing conference hotels.
- c. **Account Codes for Alaska and Hawaii** - Use Out-of-State account codes, 39515, 39516, 39545 or 39546.
- d. **Account Codes for Puerto Rico and U.S. Possessions** - Use Foreign account codes, 39615, 39616, 39645, or 39646.

IN PRACTICE: Jane goes to Honolulu, Hawaii in September 2011 for 3 days to conduct some research for her grant. Jane goes to <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> to

look up the per diem amount for September 2011. The lodging per diem is \$177/day. The meals and incidentals is \$116/day. Jane will claim and get reimbursed for the per diem for lodging and meals for all three days for a total of \$879 ($\177×3) + ($\$116 \times 3$).

Transportation

Transportation expenses incurred while traveling on official business is allowable, and may be reimbursed. However, personal expenses, such as repairs, maintenance, or collision damage to private vehicles, may not be reimbursed. Policy clarifies that the state does not pay for physical damage to private cars, trucks, boats, airplanes, etc. used for state business. The following transportation expenses may be reimbursed to the traveler or paid directly to a service provider:

- Private vehicle mileage allowance at 55.5 cents per mile
- Common carrier fares i.e.: airfare, train
- Necessary fees for taxis, airport shuttles, and rental vehicles-tips are not reimbursable expenses.
- Parking and garage fees
- Bridge tolls and other similar charges

The method of transportation must be authorized in writing in advance from within the department. Normally the method of transportation that is the least costly determines the choice. Other factors may enter the decision, including available time of personnel, productive time lost, cost of personnel, possible overtime, cost of extra lodging and meals, public image, etc.

Transportation is classified by type of transportation: private vehicles, mileage allowance and insurance; state-owned vehicles; rental vehicles and insurance; loaned vehicles; and common carriers.

Private Vehicles

Use of a private vehicle is allowable when it is more practical because of cost, efficiency, or work requirements than the choice of a common carrier or using a state vehicle. The drivers of the private vehicles must be in compliance with all State of Oregon Motor Vehicle laws. The policies and procedures specified in the Internal Management Directive for Vehicular Safety, Operation and Maintenance apply to all drivers, including volunteers, of vehicles used for university business.

- a. **Passengers in Private Vehicles** - Employees driving vehicles must complete a certification form. Drivers must receive certification before passengers may be carried. Reimbursement is for the use of the vehicle regardless of the number of passengers carried. The master file for PSU driver's registration is maintained at the Travel Desk (5-3733).
- b. **Highway and Local Mileage Reimbursement** - Mileage using standard mileage guides or the most direct route is used for reimbursement. Substantial deviations from standard distances or usual routes and actual odometer reading should be explained. Travel by indirect routes will be reimbursed using the common or direct route. When a trip starts at the employee's residence, use the shorter of the residence-to-destination or office location-to-

destination distances. Local travel for official purposes while at overnight destination is allowable, including travel between lodging and restaurants for a traveler's sustenance and health comfort. Travel for personal purposes or entertainment is not reimbursable.

- c. **Private Auto Mileage (personal vehicle only)** – must include address of destination for determination of miles traveled. Driver Registration Form – should be on file with the Travel Office before claiming mileage reimbursement. The form is available at <http://www.pdx.edu/bao>.
- **Miles being claimed that do not match the OUS mileage chart** will need either a printout of Mapquest or Google maps mileage or a Supplemental mileage log sheet completed. **Effective May 1, 2012, mileage rate is .55.5 cents per mile.**
- d. **Insurance on Private Vehicles** - Employees or others authorized to use their private vehicle on official business must maintain a current valid automobile insurance policy covering the vehicle driven and driver. This insurance with limits conforming to Oregon law is considered primary. The driver's insurance pays first if there's an accident that causes damage or injury to a third party. Under state insurance rules, the state will cover liability claims above the limits of the driver's policy to the limits of state coverage in ORS 30.260-30.300. The state does not provide coverage for physical (collision) damage to the private vehicle nor for uninsured motorist and personal injury protection. **Drivers of private vehicles used for official business should verify their automobile insurance coverage with their insurance carrier or agent.**

IN PRACTICE: Jane needs to drive to a workshop for the day. Her place of residence is 25 miles from destination and her office location is 30 miles from destination; Jane will be reimbursed for the shorter distance at 25 miles. Therefore, she is reimbursed \$12.75 each way (25*.51cents/mile).

State-Owned Vehicles

State Motor Pool vehicles may be checked out for official business trips. However, the State Motor Pool has closed all locations except for the Salem Motor Pool (1100 Airport Road SE, Salem, OR), making it less viable as an option for most trips originating in Portland. To use a Motor Pool vehicle, the department must apply for a Motor Pool Check Out card. State vehicles including university owned vehicles may be used only for official business - personal use is not allowed. Use of state vehicles is not authorized when costs are charged to Agency Funds, except for use of Student Organizations or for other legitimate state business as approved by the university's Director of Business Affairs. Motor Pool charges are billed back to the using department by the Travel Desk. Damage due to accident, misuse, neglect, or negligence to a Motor Pool vehicle is chargeable to the department of the driver. Even with state collision insurance, the deductible cost of \$2,500 is charged to the renting department.

- a. **Private Use Prohibited** - Using a state-owned vehicle for personal or private use or allowing another person to do so is against state law (ORS 283.385) and punishable upon conviction by fine (ORS 283.990). State vehicles may be driven only by university employees, students, or volunteers with a good driving record and with a valid driver's license. Employee spouses

and other persons whose travel is directly related to the required business travel may be carried as passengers, not as drivers. No other family members are permitted in the vehicle. No children are permitted except as wards of the state. No hitchhikers or pets are allowed in the vehicle.

- b. **Overnight Parking at Employee's Residence** - A state vehicle may be kept overnight at a driver's residence when doing so is approved in advance by the driver's department head. Remember: the public is always curious about who's using a state vehicle and why it is being used.
- c. **Driver Safety** - Drivers of state vehicles must obey all road and traffic laws and stay within the posted speed limits. Vehicles are to be driven in a manner conducive to safety, economy, and good public relations. Members of the general public are prone to report speeding and unsafe state vehicles. These reports can form the basis of reprimand or discipline against an errant driver.

Rented Vehicles

Rental costs of vehicles (cars, trucks, boats or aircraft) may be reimbursed or direct billed. Rental should be considered only when regular means of transportation are unavailable or inappropriate for the particular use intended. Rental cars may be used in conjunction with travel by common carrier when use is reasonable and authorized in advance. Example: Flying to a city and renting a car to visit recruits and their families would be allowable. **Renting a vehicle when staying at a conference site hotel is not permitted as these hotels often offer free or nominal charge for transportation to and from the conference.**

- a. **Size of Vehicles** - Rental cars should be economy or compact size. Larger vehicles are justified for groups of three or more. The need for a larger vehicle that does not fall under this exception must be justified and approved in advance. The cost of upgrades to large or luxury vehicles or to accommodate family members is a personal expense, not reimbursable from PSU funds. Athletics, because of the size of personnel and recruits, is allowed to rent mid-size cars as their nominal vehicle.
- b. **PSU Contracted Rental Car Companies** - Rental rates vary between rental car companies and by city. Call several to obtain the best rates for the particular destination. **PSU has a contract with Enterprise Rent-A-Car /National Car Rental, ZipCar and Hertz, which is centrally billed through PSU using your index number. The PSU Corporate Account number with Enterprise is DB46W68 and with Hertz is CDP #221255. For ZipCar, employees must sign through <http://www.zipcar.com/universities/contact/>. These contracts covers CDW coverage; therefore, when renting through Enterprise or Hertz, do not buy extra.** Please provide this corporate account number, **index number** (authorization code for Hertz) and **contact information** when making reservations if rental is approved and with a valid business purpose. If the traveler uses his or her Corporate VISA Card for payment of the rental contract, liability or collision damage will be covered through VISA. Only employees, who have been authorized to rent vehicles, are allowed to drive; family members are not permitted due to liability reasons.

- c. **Insurance on Non-Contracted Rental Car Companies** - If rented for official business and renting a vehicle that is not one of PSU's contracted companies mentioned above, you are encouraged to purchase the Limited Damage Waiver (LDW) or Collision Damage Waiver (CDW). If the LDW or CDW is available and not purchased by the agency at the time of rental, the department's current deductible amount will be doubled in the event of a loss. .

When renting from a non-contracted company, travelers should rent vehicles using their US Bank Corporate VISA cards because the CDW is primary when renting with this card. The traveler whose rental car is involved in an accident must report the accident (this is potential liability to the state) to the Risk Management Office, 5- 5340, immediately; and if you are using your US Bank Corporate Visa Card, the accident report must be filed with US Bank within 20 days.

- d. **Fuel-** The cost of fuel for rental vehicles is reimbursed at the actual cost. Original itemized receipt is required in addition to proof of rental costs. No additional personal items purchased at fuel station will be reimbursed.

IN PRACTICE: Jane is attending a conference in Washington and then goes to Idaho for a research project for three days. At the conference the hotel provides free shuttle service to the conference location. Jane would not be able to claim car rental in Washington. She would pay for a taxi or shuttle from the airport to the hotel and back and seek reimbursement for those costs. Jane can rent a car for the three days of her research project in Idaho as she needs to drive to different locations to do her research. She could contact Enterprise or Hertz and provide them with her index so that it would be direct billed.

Loaned Vehicles

Use of loaned vehicles may be authorized when it benefits the university. Loaned vehicles must have a safety check before being used - this is especially important with use by student groups. The state provides liability and collision coverage on the loaned vehicle only if the university has agreed in writing to accept responsibility for liability and damage to the vehicle. The loaned vehicle must be used for official business. For additional information, contact the Risk Coordinator 5-5340. If any use of the vehicle is personal (day care, grocery store), the driver's personal auto insurance becomes primary. **Drivers should check first with their own auto insurance before driving a loaned vehicle.**

Common Carriers

Transportation by means of common carrier is the usual choice when it is more appropriate and economical than travel using state or private vehicles. Common carriers are usually preferred for out-of-state travel. Actual cost is paid or reimbursed for rail, bus, or airline fares.

- a. **Trains** – PSU will reimburse the cost of trains for essential University travel. PSU will reimburse the traveler for regular fares only. Upgrades will not be reimbursed. A roomette is allowed when an overnight Pullman accommodation is needed. A bedroom is allowed if no roomette is available or if special accommodations are approved because of the trip's nature or the traveler's health requires it. Receipts are needed.

- b. **Buses** - Scheduled or charter buses may be used; this is often times direct billed and requires a contract. Receipts are required unless under \$25.
- c. **Taxis and Airport Shuttles** - All may be used. The cost for each must be itemized for reimbursement. Receipts are not required unless the fare is over \$75 for one-way transportation outside of the Portland Metro Area. Maximum reimbursable amount within Portland Metro Area is \$40, no receipt required. The table below lists one-way cab fares from Portland State University to Portland International Airport. When transportation is being claimed for reimbursement, the 'to and from' location needs to be noted.

Cab Company	Telephone No.	Rate from the University to PDX (one way) AS OF January 1, 2011	Additional Fees (added to the fare)
Radio Cab Company	503.227.1212	\$40	\$ 1each addtl person
Broadway Cab Company	503.227.1234	\$40	\$ 1each addtl person
Green Cab	503.252.4422	\$40	\$ 1each addtl person
New Rose City Cab Company	503.282.7707	\$40	\$ 1each addtl person
Portland Taxi Company	503.256.5400	\$40	\$ 1each addtl person

Airlines

Airline travelers are expected to choose the lowest cost flight and airline (including all cost factors) that meet the schedule needs of the traveler.

- a. **Payment in lieu of Air Travel** - A traveler may choose, with advance approval, to drive to the business destination rather than fly. PSU will only reimburse up to the cheaper of the two options.
- b. **Split Billings** - The cost of travel, usually airfare, can be split by the amount paid by PSU and the remaining share paid by the traveler. Often, departments have limited travel budgets and can provide only partial support of the trip's cost. The travel agents used by PSU can assist the traveler in arranging a split payment. The traveler has to deliver a personal check to the travel agent or use his or her personal credit card when the ticket is booked. This also applies when the traveler is accompanied by a spouse or companion; the spouse or companion's ticket must be paid for personally - never charged to the department. See also City-Pair Fares, 7.024c. below

http://travel.oregon.gov/DAS/SSD/SPO/docs/travel/2011_2012_City_Pair_Prices_Published.pdf?ga=t

IN PRACTICE: Jane chooses to drive to San Francisco (636 miles) instead of take airfare. Jane would be reimbursed for the lesser the two options: mileage cost: $636 \times 2 \times \$0.55 = \699.60 versus airfare: $\$119 \text{ City-Pair} \times 2 = \$238(+ \text{ tax \& ticket fee})$. In this case, Jane would only be reimbursed \$238 plus the cost of tax and ticket fee.

Contracted Travel Agencies for Airfare

PSU has contracted with three travel agencies to provide travel services to our travelers. PSU offers three so departments can choose which of the three they prefer. All are contracted to provide a full range of services. The agencies have been instructed to offer government fares when available or the lowest available fares, given the limitations of departure and arrival time frames. When booking air travel online or with an agent, provide your approved Index Code and Account Code. Once this has been done, the authorized personnel in your department will approve and your travel will be ticketed. **Please note:** travel will not be finalized and ticketed until it has been approved by your departmental approver. Each department should have an updated Department Authorized Airfare Approval on file at the Travel Desk.

http://www.pdx.edu/bao/sites/www.pdx.edu.bao/files/PSU_Signature_Authorization.pdf

The travel agencies are **Azumano, Journeys/Peak Travel** and **Uniglobe Spectrum**. These contracts are administered through Purchasing; call 5-3733, or e-mail travel@pdx.edu if you encounter any problems or questions in using these agencies. All travelers, including candidates and reimbursable contractors, should utilize any of the contract travel agencies.

Contract Travel Agency	Phone	Toll free	After hour	Contact/ reps	Fees
Azumano	866.291.0460	866.291.0460	877.840.0187	Becky Lindsay	\$29.00/ \$8 online fee
Journeys Travel	503.375-8811	800.999.2608	800.999.2608 Client Access Code A1AU9	Jacquie Martin	\$32.00/\$45 international fee
Uniglobe Spectrum	503.620.0620	800.544.2575	800.787.3997	Michelle Maldonado	\$25.00/\$8 online fee

Buying Airfare

Call any of the contracted agencies with a proposed itinerary or view various flight options online. The agent/website should offer you several choices of routes, airlines, departure and arrival times, and prices. Travelers are expected to travel by the most economical method. This usually means accepting the lowest available airfare. Travelers are not allowed to prefer one airline over another unless the separate fares are equal or the routing saves time. Obviously, if one airline offers a direct flight at the same fare that a second airline charges for a two-segment route with a stop to change planes, the first airline would be preferred. First Class fares are not allowed and will not be reimbursed.

- a. **Competitive Fares** - Use any of our three agencies to provide fare quotes. Don't hesitate to call a second agency to see if you can obtain a better quote. **Warning: Airfares change without warning.** It isn't uncommon to have fares change from the time the quote was obtained to when the ticket is booked. Therefore, one agent may give a different fare quote than another. Be sure to ask for a quote based on the same specifications - the day and approximate time of departure and the needed arrival time being the most important. There are two ways to compare fares: First, compare only with "apples to apples" where the same specific times and same airline are compared between the travel agents. Second, you may find comparing the cost of using a different airline and routing through different hubs to give still better pricing. This compares "apples with oranges."
- b. **Using Other Travel Agents** - Besides the three contract travel agencies, travelers may obtain fare quotes from other travel agencies, the airlines themselves, or from internet sources. However, Azumano Travel, Journeys or Uniglobe Travel must be contacted as well prior to the trip to offer a quote on the same itinerary as the outside agency. **If the outside agency quotes at least 5% lower than any our contract agencies, the department may book the ticket and the traveler pays using his or her Corporate VISA Card or personal credit card and seeks reimbursement after the trip.** A copy of the quote from one of the three contracted agencies is required to be attached to the Travel Reimbursement form. Exceptions: **International Travel: It is recommended but not required that you obtain a quote from one of the three contracted agencies prior to the trip**

WARNING: If using non-contracted agency, PSU will not be liable for the cancellation of the reservation, itinerary changes, and all other charges. All cancellation fees and or the price of the ticket will be up to the traveler to absorb if for some reason the trip is canceled.

- c. **City-Pair Fares** - Through a series of state contracts with various airlines, we have the ability to buy **unrestricted** airfares to various cities - called "City-Pairs" - from Portland (PDX), Boise, Eugene, and Medford. These fares allow the traveler to book a ticket up to the day of the flight, fly with no Saturday night stay, and cancel or rebook the ticket - all without a penalty. These special fares **are only available from our three travel agencies**. A list of the city-pairs can be found on the BAO website under Travel. A new list of city-pair fares becomes available each fiscal year, for travel beginning in August.

Note: The travel agents will not split-bill these fares. Spouse or companions accompanying University travelers may not buy City- Pair tickets; only persons engaged in official University business may use the City-Pair state contracts. The City-Pair fares are issued under a State Department of Administrative Services (DAS) contract. DAS indicates that contractors, receiving payment for consulting or other services, cannot use the City-Pairs.

- d. **Booking Airfare** - Once you have determined the best route, itinerary, and price, commit to the purchase by booking the flight with the travel agent or online through web travel. The ticket is paid for by telling the agent or entering your Index Code and FIS Account Code

online. Reservation will be booked upon approval of the authorized personnel in the department. Traveler should verify all bookings have been approved prior to travel. Once travel has been booked and approved, the department will be charged the airfare and service fee.

- e. **Airfare Reimbursements if not booked using Index and Account Code** – Airfare will be reimbursed upon completion of trip along with other expenses if it were paid for through personal funds. **Reimbursements to the traveler require either:**

1) A copy of the on-line documentation showing the payment method, a copy of the contracted agency quote and the itinerary

OR

2) Documentation showing the traveler paid the airfare (i.e. a credit card statement with the charge highlighted), a copy of the contracted agency quote and the itinerary.

If airfare is booked through a source outside of the contracted agencies and is not 5% cheaper, reimbursement will only be for the amount of the quote from the contracted agency.

If no quote from the contracted agency was obtained prior to the trip, a quote must be obtained after the trip to show that the price of the ticket purchased is reasonable. The price of the ticket must be 5% cheaper than the contracted agency to get reimbursed in full. If not, reimbursement will be given for the quoted amount.

IN PRACTICE: Jane needs to fly to California for a conference. She calls Azumano and finds out that the cost of airfare would be \$500. She decides to look online at Priceline.com to find the rates for a comparable flight. She finds one that is \$450. She decides she would rather purchase this flight. Because the flight through Priceline.com is at least 5% cheaper, she can get reimbursed for the \$450 she spent on airfare. Jane needs to attach the quote from Azumano and proof of payment for the airfare through Priceline.com.

Air Travel when Travel is on a Grant

Fly America Act:

When federal funds are used, provisions of the Fly America Act are applicable and foreign travel is restricted to a U.S. air carrier unless extenuating circumstances apply and are approved in advance by Research and Strategic Partnerships (RSP Office). Additional information on the Fly America Act is available at <http://www.tvlon.com/resources/FlyAct.html>. If there are any questions relating to air travel when travel is on a grant, please contact RSP directly.

Forms of Payment for Travel

Travel can be paid for through a number of methods:

- Personal Funds
- Direct Bill
- Corporate Card
- Group Travel Card
- Travel Advances
- Operating Advances
- Outside Source
- Another Employee

Personal Funds

An employee can pay for travel through the use of their personal funds. In this instance the traveler would pay for various travel expenses using their personal funds i.e. checking, savings, credit card. Once the travel is completed, the employee would complete a Travel Reimbursement form and attach all needed receipts/documentation and/or claim per diem. Once the Travel team has reviewed the travel, a reimbursement would be put in the system and paid to the employee upon approval.

Direct Bill

The preferred method of payment is to utilize Direct Billing as much as possible. Direct Bill is done through one of PSU's contracted agencies. Airfare contracted agencies include Azumano, Uniglobe and Journeys; Car rental contracted agencies include Hertz, Enterprise, Motorpool and Zipcar. In this case, the employee would provide the agency with their index number. The agency would then bill PSU for the expenses. Specialized Accounting would generate a payment to the agency and input a Journal Voucher in the system to redistribute the expenses to the appropriate indexes. In this case the employee does not need to come up with the funds for airfare or car rental up front and seek reimbursement later, but instead, the charges would come directly out of their department funds.

Corporate Card

- a. **US Bank Corporate VISA Card** - Employees are expected to apply through the BAO Specialized Accounting office for a US Bank Corporate VISA Card which is used to charge travel or business related expenses. This card is available to any .5FTE or greater employee who may have reimbursable expenses. The card is issued **in the name of the employee who is solely liable for charges** made to the card. The full amount on the US Bank monthly statement is due upon receipt. A reimbursement form must be completed and sent to SAS for review in order to be reimbursed for expenses. Once reimbursement is given to claimant, it is their responsibility to make full payment to US Bank. US Bank assesses late charges in accordance with the charge card agreement. US Bank cards are valid only while cardholders are employees; a card becomes invalid on termination or retirement (unless the retired faculty member anticipates further business travel). Corporate Cards cannot be used for any personal charges. P-Card department will check and monitor all non-business expenses and the cardholder will be subject to audit for non compliance.

- b. **Revoking PSU Issued Credit Cards-** PSU encourages the use of P-Cards and Corporate cards to facilitate purchasing and employee travel. As a reminder, use of P-Cards and Corporate cards is strictly limited to payments for University business. Personal charges of any kind are not allowed. Each designated employee is responsible for the proper use and management of PSU issued credit cards as described in the policy and procedures guide. PSU reserves the right to revoke card privileges for repeat offenses or abuse of the card guidelines.
- c. **Cash Advances Using Corporate VISA Card** - Employees' Corporate VISA Cards may be used to obtain cash advances before or during the trip through a world-wide network of ATMs or by going to any bank and making a cash withdrawal.
- Corporate VISA cash advance **service charge** fees are equal to 2% of the cash advanced. This is an allowable travel expense to be itemized on the travel reimbursement
 - Cash advance limits are presently up to 20% of your monthly limit. For example: if your card limit is \$3,500 per month, you would be allowed to withdraw up to \$700 in cash per month. Please contact the P-Card Coordinator at 5-3734 or email pcard@pdx.edu if you have individual questions or concerns regarding the cash advance limits.

Group Travel Card

A PSU department that conducts group or team travel could be eligible for a Group Travel Card; Group Travel Cards are issued to a department that regularly has group or team travel. The Group Travel card can be used to cover travel expenses for the group such as lodging and meals. These expenses flow through the p-card module and the Card Custodian would distribute the charges to appropriate account codes. In this case, none of the expenses placed on the card would need to be claimed on a Travel Reimbursement form. For questions regarding the Group Travel Card, please email pcard@pdx.edu.

Travel Advances Issued by Business Affairs

A travel advance is only available for team and group travel or under special circumstances approved by the Director's office. The amount is "advanced" to the employee, via a check or ACH.

- a. **Travel Advance Eligibility** - Employees eligible for a travel advance must submit the Travel Advance form along with a copy of the Travel Authorization to the Director's office. No handwritten forms are accepted. Forms must be submitted at least 2 weeks prior to when advance is needed. If grants are involved, these advances must be approved by Research and Strategic Partnerships prior to routing to the Director's office. The following are scenarios in which a travel advance can be used:
- A Foreign trip of extended duration.
 - A trip involving students or students groups
 - Where there is a hardship, e.g., where an employee does not qualify for a corporate card. Choosing to not carry charge cards or not carrying a University-provided corporate card, which are personal choices, does not qualify the traveler for a travel

advance. A Travel Advance request for a hardship situation must be directed to the Director's Office for approval, two weeks prior to the date required.

An employee is ordinarily not eligible for a new TA unless the previous one has been cleared, paid off by submitting a Travel Reimbursement Request (TRR).

- b. **Travel Advance Limits** - The dollar limits of a TA are:
- \$100 minimum (unless students are involved)
 - Maximum of 80% of estimated trip expenses (**individual**)
 - Maximum of 100% of estimated trip expenses (**student field trip or team**)
- c. **Clearing Travel Advances** – To clear a Travel Advance, claimant must submit a Travel Reimbursement Form along with all relevant documentation. Reimbursements must be completed within 60 days from last date of travel. A copy of the advance must be attached. When completing the Travel Reimbursement form, the “Travel Advance” box must be marked. If travel costs are less than the advance, the difference must be paid back to PSU by completing a Miscellaneous Deposit Form and bringing it, along with cash or check, to the Cashier's Office. If travel costs are more than the advance, these will be reviewed and processed for payment to the claimant. For detailed instructions on Travel Advances, please see: http://www.pdx.edu/sites/www.pdx.edu.bao/files/BAO_Travel_Advance_Instructions.pdf

Operating Advances Issued by Business Affairs

An operating advance is available for either individual travel or when funds are needed to supplement an ongoing project ex: funds needed to purchase gift cards as research incentives. These are also approved by the Director's office and the amount is “advanced” to the employee, via a check or ACH.

- a. **Operating Advance Eligibility** - Employees eligible for an operating advance must submit the operating Advance form along with a copy of the budget to the Director's office. No handwritten forms are accepted. Forms must be submitted at least 2 weeks prior to when advance is needed. If grants are involved, these advances must be approved by Research and Strategic Partnerships prior to routing to the Director's office. The following are scenarios in which an operating advance can be used:
- A foreign trip of extended duration.
 - Group or team travel
 - Project expenses
 - Research incentives
- b. **Operating Advance Limits** - The dollar limits of an OA are:
- \$100 minimum (unless students are involved)
 - Maximum of 100% of estimated expenses
- c. **Clearing Operating Advances** – To clear an Operating Advance, claimant must submit a Travel Reimbursement Form (if travel is involved) or a Personal Reimbursement Form along with all relevant documentation. Travel Reimbursements are due within 60 days of last date of travel. Personal Reimbursements are due within 90 days of advance date. A copy of the

advance must be attached. When completing the Reimbursement form, the “Advance” box must be marked. If costs are less than the advance, the difference must be paid back to PSU by completing a Miscellaneous Deposit Form and bringing it, along with cash or check, to the Cashier’s Office. If costs are more than the advance, these will be reviewed and processed for payment to the claimant. For detailed instructions on Operating Advances, please see:

http://www.pdx.edu/sites/www.pdx.edu.bao/files/BAO_Operating_Advance_Instructions.pdf

Travel Paid by Outside Source

Outside Entities may reimburse a campus department, pay a service provider directly, or reimburse an employee for travel expenses related to PSU business. If the service provider is paid directly, or if reimbursement is made to an employee, OUS rules require that documentation of the arrangement should be maintained in campus travel records. To do this, the traveler submits a Travel Authorization Form that outlines the trip, its purpose, and shows no cost to the university. If the outside party reimburses the department, it should be accounted for as a reduction of expense (not revenue) using the same account code(s) as the original charge. This should be done by completing a Miscellaneous Deposit Form and given to the Cashiers Office to record. **All travel being paid by an outside source, must still follow PSU travel policy and procedures.**

IN PRACTICE: Jane has been working with University of Oregon on a research project that is in partnership with some work she does at PSU. U of O agreed to pay for her travel expenses to a conference in Florida to present her findings from the research project. Although U of O will be paying for all travel expenses, Jane still completes a Travel Authorization and gets it approved prior to making any travel arrangements.

Travel paid for by another Employee

If an employee is paying for travel on behalf of another employee, a memo must be submitted from the employee not claiming travel stating who paid for their travel, how much was paid, and that they will not be seeking reimbursement. This memo must be attached to the claimant’s Travel Reimbursement request. In addition, when employees travel together, it may be expedient for one employee to pay and claim reimbursement for certain expenses of other employees. Reimbursement for multiple employees is only allowed when actual expenses are being reimbursed and are supported by receipts.

IN PRACTICE: Jane and her co-worker, Sally need to drive to Salem for a two day workshop. Sally decided that she would pay for both of their lodging for the night and seek reimbursement. Jane writes a brief memo stating that her co-worker, Sally, paid for the lodging which totaled \$300 and that she would not seek reimbursement. When they return from the trip, Sally completes a Travel Reimbursement form and claims \$300 for lodging. She attaches the memo from Jane and is reimbursed for the \$300.

Travel Reimbursement Forms

Following each trip, the traveler should complete a Travel Reimbursement form listing the allowable expenses by item. The reimbursement must be turned in within 60 days (or sooner at fiscal year-end, or at the end of a grant) after completion of the trip. After 60 days, the reimbursement is considered late and a written explanation is required. This must be approved by the Business Affairs Director's Office prior to reimbursement. If the 60 day late justification is not approved, the traveler will not be reimbursed.

How to Complete the Form

The PSU Travel Reimbursement form can be found on the Business Affairs website. The form should include the name, address, and PSU ID/vendor number. If an individual is not a PSU employee and or student and they do not have a vendor number, a W9 must be completed before reimbursement can be processed.

Routing of Travel Reimbursement form

Retain a copy in the department and route the original to the Travel Desk in Specialized Accounting Services along with the original Travel Authorization Form.

Summary of Account Codes for Travel Reimbursement

Travel uses unique account codes in the 39XXX series. The codes are broken down for program-related travel between employee and non-employee and between in-state, out-of-state and, foreign destinations. The basic account codes are:

- **28601 Conference Registration**
- **29040 Employee Training Tuition/Registration**
- **29051 Employee Interagency Training**
- **29052 Employee Outside Training**
- **39415 Employee (Program) In-State Travel**
- **39515 Employee (Program) Out-of-State Travel**
- **39615 Employee (Program) Foreign Travel**
- **39416 Employee (Training) In-State Travel**
- **39516 Employee (Training) Out-of-State Travel**
- **39616 Employee (Training) Foreign Travel**
- **39445 Non-Employee In-State Travel**
- **39446 Group travel In-State Travel**
- **39545 Non-Employee Out-of-State Travel**
- **39546 Group travel Out-of-State travel**
- **39645 Non-Employee Foreign Travel**
- **39646 Group Travel Foreign Travel**

Who Signs for Travel?

- a. **Travel Authorization and Reimbursement form:** The traveler (claimant) must sign to present a claim for expense reimbursement against the university. To validate the expense against the department's index and to indicate approval for the trip(s), the traveler's departmental approver must also sign. Scanned signatures will be accepted only if obtaining originals is not feasible. The Travel Authorization Form should be attached to the Travel Reimbursement Form when it is routed to Specialized Accounting.
- b. **PSU Signature Authorization Form** is required to be submitted to Specialized Accounting indicating who is authorized to sign on behalf of the department and what they are authorized to sign for. These forms must contain original signatures.
- c. **Travel Involving Grants:**
 - **Travel Authorization Forms:** If travel requires a Travel Authorization form and is on a grant, these must be submitted to PI, DRA and department for approval prior to the trip.
 - **Travel Reimbursement Forms:** If Travel Reimbursement funding source has changed from when Travel Authorization form was submitted, the Travel Reimbursement form must be sent to Department to obtain additional signatures. **If funding has not changed,** these do not need to be submitted to them for approval and can route directly to the Travel Office.

Questions

Questions about travel policy, rules, rates, and interpretation call ext. 5-3733, email travel@pdx.edu or send a message through instant messaging through <http://www.pdx.edu/bao/travel>

