

PSU - DEPARTMENT GUIDE TO BUSINESS AFFAIRS
SECTION 7: TRAVEL

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7.000 Frequently Asked Questions About Travel

Q. Do I need to submit receipts with my Travel Reimbursement Request?

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A. For most overnight trips you'll be reimbursed for **per diems**, fixed amounts for meals and lodging. Per diems are quick and easy and you don't need receipts. See 7.010 and 7.011.

Q. Why am I limited to certain amounts for lodging and meals instead of submitting receipts?

A. PSU's travel rates are established by OUS for the System. We function under an "Accountable Plan," following the IRS tax code. Payments that exceed the established rates are considered miscellaneous income to the recipient by the IRS. We would be required to tax you for the difference that exceeds our rates. See 7.013 and 7.014.

Q. Why do we have High and Low Cities for per diems?

A. Under OUS' Accountable Plan, OUS chose the simpler plan, using federal tables that indicate which cities (e.g., New York and Chicago) are "High" with all other locations considered "Low." The High and Low City concept satisfies IRS rules. See 7.014.

Q. What are the foreign per diem rates for particular cities?

A. The meals and lodging rates vary by location and are found through the US Department of State web site. See 7.015 for the reference.

Q. Am I allowed to buy airfares on the internet? Can I use my brother-in-law's travel agency?

A. PSU has three contract travel agencies that by contract will give you lowest fare, government (City Pair) fare, and bill back to your index. If you can find a lower fare by 5%, through any source, document with written quote, book the ticket, and pay for it with your Corporate Travel VISA Card or personal fund, and file for reimbursement after trip commence. See 7.025.

Q. Why must I pay my own hotel charges?

A. While we will pay travel advances or pay advance lodging for student groups or athletic team travel, we require the traveler to pay for his or her lodging and travel expenses (using the PSU-supplied Corporate VISA Card works great) and receive reimbursement. See 7.011.

Q. What are the advantages of using PSU's Corporate VISA Card?

A. First, US Bank guarantees that anyone we request will receive a Corporate Card. Second, the Corporate Card is free; there's no annual fee to use it. Third, the Card provides primary automobile insurance for rental vehicles. This could save your program the \$2,500 deductible in case of an accident. See 7.008.

Q. Why does it take so long to get reimbursed for my trip?

A. With, in most cases, receipts not required and reimbursement determined from daily per diem rates, travel claims should be less complicated and easier to prepare. Once submitted to Specialized Accounting Services or Research Accounting for grants, claims are normally paid within the week. We have direct deposit (called ACH) to employees' bank accounts to increase the speed of the payment for reimbursements. See 7.026.

Q. What Account Codes do I use?

A. See 7.026c for a complete list of codes.

Q. Can I use my personal car to take an authorized trip or am I required to use a State car?

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A. There must be an economic or convenience benefit factor in using your own vehicle over renting a State vehicle from the Portland Motor Pool. Private vehicles must have insurance and carry safety equipment such as first aid kit, flares, and fire extinguisher. See 7.018 for a full discussion.

Q. Where do I find the Motor Pool to rent a State car?

A. The Portland State Motor Pool, located on Swan Island, 971-673-6300. Note: there's a \$25 charge for missed reservations and Van reservation must be canceled within 48 hours without or a \$25.00 will be charge. See 7.019 for further procedures.

Q. What do I do if I'm in an accident while driving a State car? Or, a rental car from major car companies?

A. Your Motor Pool vehicle has an accident reporting kit in the glove box. Assuming you're still standing, use the kit to document the accident and exchange insurance information with the other driver or property owner. Rental cars carry similar packets in case of accidents. Report vehicle accidents to your department and Don Johansen in Business Affairs, 5-5340.

Q. If I rent a car, should I accept CDW (Collision Damage Waiver) coverage?

A. Yes, since the increase of the agency deductible, you (as a PSU employee) should purchase the Limited Damage Waiver (LDW) or Collision Damage Waiver (CDW). If the Limited Damage Waiver is available and not purchased by the agency at the time of rental, the agency's current deductible amount will be doubled in the event of a loss. We now have contract with Enterprise Car rental which include CDW coverage. Please use our corporate account (**DB46W68**) and your **index number** to make reservation. .

Q. If I use my own car for travel, can I charge maintenance costs on my reimbursement?

A. No. The mileage reimbursement is intended to compensate the driver for all direct operating costs. These costs include fuel, tires, wear and tear, auto liability insurance, and depreciation. If your vehicle needs a new battery, for instance, that's an expense the driver must pay for out of his or her own pocket. For many employees, it is less complicated and less costly to rent a Motor Pool vehicle instead.

7.001 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' 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 11.00. This section of FASOM can be accessed through the OUS home page at <http://www.ous.edu/cont-div/fpm/#p>.

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 Clerk at ext. 5-3733, 5-4382 or sasap@pdx.edu.

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- 7.002** 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.
 - 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.
- 7.003** Methods of Payment for Travel Services Authorized travel expenses may be paid in several ways: directly reimbursed to the authorized claimant (either an employee or authorized non-employee); directly paid in advance or after-the-fact to the travel vendor through FIS; or by direct payment to the travel vendor through either of PSU's contract travel agencies using our Procurement "ghost cards."
- a. **Procurement Cards for Athletic Team Travel, Geology Field Trips, Student development, and the Travel Desk can be used to charge travel services, including ATM access.** The Cards for these areas are associated with team and group travel, therefore, authorized to charge travel-related costs.

 - b. **Procurement Cards** from other departments may be used for conference registrations. Except as explained in Section 7.011 regarding hotel reservations, **departments are not to use their purchasing Procurement Cards for other travel-related services or hosting.**
- 7.004** Payment of Personal Expenses Prohibited Payment of personal expenses and travel to places of entertainment or for other personal pursuits using university funds or resources is not allowable. Reimbursement of personal expenses is not authorized.
- 7.005** Definitions of Common Travel Terms These terms are used throughout this Policy:
- a. **In-State Travel** - Travel between locations in Oregon and 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 U.S. Possessions. Travel to Alaska and Hawaii uses out-of-state account codes. Use foreign account codes when traveling to Puerto Rico or the U.S. Possessions.
 - e. **Commercial Travel** - Travel requiring overnight stay from employee's official station 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. **Official Station** - 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

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period.

i. **Incidental Expenses** - These expenses are combined with meals into a single rate. Incidental expenses include, but are not limited to: tips, gratuities, and fees for services such as waiters and baggage handlers; and laundry and dry cleaning expenses. The term does not apply to taxis, airport shuttles, telephone, fax or internet; these are to be itemized and reimbursed at cost with 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.

7.006 Approvals - Travel and Expense Reimbursement Travel expenses will be reimbursed provided the trip is approved in advance by authorized university personnel, usually the department head, Director, Dean, Chair, Vice provost, Provost and President. Grants and contract projects may need to obtain current budget approval from Research Accounting before travel commences. **ALL OUT-OF-STATE TRAVEL FROM ALL FUNDS MUST BE APPROVED IN ADVANCE.**

a. **In-State, Out-of-State, and Foreign Travel Approvals** - Authorizations for travel may be verbal or written, 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 in-state travel are considered to have advance approval when the required travel is within the usual limits of their duties.

b. **Travel Authorization Form (TAF)** –. Travel Authorization is required for all Out of State, Foreign or In-State Travel with Airfare purchase. Approval from your department head, Director, Dean, Chair, etc. is still required.

c. When **grant or contract funds** are used, Out-of-State travel requires the advance approval of the employee's Principal Investigator (PI), if the PI travel, their supervisor must sign as approval. . Route a copy of the TAF to Research Accounting (BO-RA).

7.007 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. **New Employees** - New faculty employees may be given funds (usually up to one month's salary) to travel to Portland to find housing or for moving expenses.

f. **Students** - Non-employee students may travel as part of an educational program, including athletics.

g. **Employees of Other State Agencies** - These employees may travel on behalf of PSU.

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h. **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.

i. **PSC Contract:** No expense or reimbursement may be paid separately unless it is clearly stated in the PSC.

7.008 Travel Advances Issued by Business Affairs and Corporate Travel Cards **A travel advance is only available for team and group travel or under special circumstances approved by the Associates Director of Business Affairs.** The amount is "advanced" to the employee, via a check or ACH transaction, as an accounts receivable transaction. This transaction isn't encumbered, so it is vital to account for the advances issued to your department.

a. **Travel Advance Eligibility - Employees eligible for a travel advance may submit the Travel Advance form through the Office of Business affairs in NH 167C for approval** and for grant through Research Accounting, under the following circumstances:

- A Foreign trip of extended duration with the approval from the Director of Business Affairs.
- 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. Travel Advance request for hardship situation must be directed to Associate Director of Business Affairs, Myron Roberts, 2 weeks prior to date required for approval.
- Usually, an employee isn't eligible for a new TA unless the previous one has been cleared, paid off by submitting a Travel Reimbursement Request (TRR).
- **A TA must be cleared by the 10th of the month following the end of the trip.** Travel advances not cleared in a timely manner may be charged against the employee's pay through the payroll system.

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** - A completed Travel Reimbursement Request form clears the advance when the Travel Advance indicator is checked. If an additional amount is owed, please indicate the amount above the amount of the initial advance. If the claimant's travel costs less than the advance, the difference has to be refunded. Attach a personal check, payable to PSU, to the travel reimbursement form

d. **US Bank Corporate VISA Card** - Employees are expected to apply through the FIS Office for a US Bank Corporate VISA Card which is used to charge travel expenses. This card is available to any employee who may have reimbursable travel expenses. New cards are available within 10 working days. The card is **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. US Bank assesses late charges in accordance with the charge card agreement. US Bank cards are valid only

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while cardholders are employees; a card becomes invalid on termination or retirement (unless the retired faculty member anticipates further business travel).

e. **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 \$300 per day, not to exceed \$1,000 per seven-day period. Different limits can be put on individual cards, please contact Kris Schultz at 5-3734.

7.009 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.

7.010 Meal and Incidental Expense Reimbursement: Generally, 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.

a. **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 - coach meal is taxable per IRS.
- 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).

b. 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, 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. The per diem rate for a full day's meal and incidental expenses is apportioned:

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- 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 limits are: \$10 breakfast; \$15 lunch; \$30 dinner. All prices include tips and gratuities.) **Note: Hosting is usually done in Portland and not in travel status.** 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.
- For these meals, a gratuity of up to 15% may be claimed.
- These reimbursements require **itemized receipts**. And, 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 is required. **Note: expenses for alcohol are not reimbursed.**

7.011 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. **Exceptions to the per diem rate concept** are conferences and workshops where the traveler stays at the conference site hotel, where the lodging rate could exceed the per diem rate allowance. In the case of an exception, lodging is reimbursed at actual and reasonable rates with conference brochure and lodging receipts required.

a. **Hotel Reservations** - Departments may make hotel reservations for their travelers and by using their department's VISA Procurement Card to reserve only, but we prefer that you use your own personal card or your PSU Corporate travel card. (See 7.008b to obtain a Corporate VISA Card.) The department Procurement Card **is not to be used to pay the traveler's hotel bill, merely to guarantee** the initial reservation.

b. **Lodging Receipt Requirements** - In the instances, usually for lodging a "conference site," where original 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

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c. **Lodging Taxes** - Taxes on lodging are not included in the lodging per diem rate. If actual costs are reimbursed, the amount itemized for lodging should be the total lodging expense including taxes.

7.012 Miscellaneous Expenses Necessary business-related expenses are normally reimbursed. Personal expenses are not reimbursed. Taxi fares, airport shuttles, and tolls **do not require receipts unless the taxi fare is above \$75.00**. Other miscellaneous expenses are allowable, but require original receipts, if the cost of a single item is over \$25. **Miscellaneous expenses must be itemized for reimbursement.**

a. **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, business internet and facsimile charges.
- postage, express charges.
- one long-distance call to a family member on the first day of travel and alternating days thereafter; limits up to \$8.00. Costs must be shown on hotel bill, phone card... etc.
- cost of buying traveler's checks.
- emergency purchase of materials and supplies.
- visa and passport expenses.
- transportation costs such as taxi (the table below lists **one-way cab fares** from the University to the Portland International Airport) and airport shuttle fares, bridge and turnpike tolls, ferry fares, and parking charges (economy rate at PDX \$8.00/day).
- **Mileage to and from PSU to Portland Airport is 12 miles one-way only.**

Cab Company	Telephone No.	Rate from the University to PDX (one way) EFFECTIVE JULY 1, 1007	Additional Fees (added to the fare)
Radio Cab Company	503.227.1212	\$40	\$1 for each additional person
Broadway Cab Company	503.227.1234	\$40	\$1 for each additional person
Green Cab	503.252.4422	\$40	\$1 for each additional person
New Rose City Cab Company	503.282.7707	\$40	\$1 for each additional person
Portland Taxi Company	503.256.5400	\$40	\$1 for each additional person

b. **Expenses Not Reimbursed** - Expenses for these items are not reimbursed unless specifically identified as reimbursable. These include:

- home to office travel.
- deviation from the most direct and usually traveled route.
- expenses because traveler is accompanied by a spouse or family member.

7.013 In-State Rates for Meals & Incidental Expenses and Lodging EFFECTIVE 01/01/08

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a. Meals & Incidental Expenses

- In-State Meals: **\$45** per diem (per person per day); one amount regardless of city. **No receipts are required for meals.** However, meals that are part of the conference registration package (see Exceptions) must be deducted from the meal per diem.

b. Lodging Expense Rates

- In-State meals and lodging rates are NO LONGER determined by "**High**" and "**Low**" cities.
- In-State Lodging: **\$107** per night at all cities; **no receipts required when using per diems.** **Taxes** for lodging are reimbursed as a miscellaneous expense (24999) **receipts required**, or you may lump it into travel account codes.

- **Exceptions:** The primary lodging exception is for stay at a **Conference Site Hotel**. This allows lodging to be reimbursed at "actual and reasonable" cost. **Lodging receipts are required when the conference site exception is used.** Other exceptions are reviewed on a case-by-case basis.

c. Portland Lodging Rate - For guests, candidates, recruits, consultants, etc. where the university is paying for lodging in Portland, must use University Place at PSU. All lodging/conference events should be held at University Place. If exception is needed please provide written memo to Director of Auxiliary Services, Julia North, for her approval prior to booking at other accommodation. Please visit <http://www.aux.pdx.edu/> for reservation information.

d. **Account Codes** - Use In-State account codes 39415, 39416, 39445 or 39446.

e. **Non-Traditional Lodging** - The rate is \$25 per day.

7.014 Out-of-State Rates for Meals & Incidental Exp and Lodging EFFECTIVE 01/01/08

a. **Out-of-State Meals** (including incidental expenses) and lodging rates 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 from the Travel Desk or from BAO's web site.

- Out-of-State meals, Low City: **\$45** per person per day. No receipts are required.

- Out-of-State meals, High City: **\$58** per person per day. No receipts are required.

This rate also applies when an exception is made (i.e., **conference site**) for lodging at actual and reasonable cost. Again, no receipts are required for meals. However, meals that are part of the conference registration package (see Exceptions) must be deducted from the meal per diem on a pro rata basis. For example, if a banquet is part of the registration package, a dinner amount (\$29) is deducted for that day.

b. Out-of-State Lodging

- Low City: **\$107** per day excluding tax; no receipts are required.

- High City: **\$179** per day excluding tax; no receipts are necessary.

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- **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, meals are reimbursed at the high city rate of \$58 per day.**

c. **High Cities nationally include**, but are not limited to - Baltimore, Boston, Chicago, Key West, New York City, Philadelphia, San Francisco, Seattle and Washington DC. The revised table is available online at: (<http://www.ous.edu/cont-div/fpm>.)

d. **Account Codes** - Use Out-of-State account codes 39515, 39516, 39545 or 39546.

e. **Non-traditional Lodging** - The per diem rate is \$25 when using non-traditional location.

7.015 Foreign Rates for Meals & Incidental Expenses and Lodging

Foreign travel to foreign countries, including Canada and Mexico. It does not include travel in Alaska, Hawaii, Puerto Rico, and U.S. Possessions. Rates for reimbursement follow per diem rates specified by the federal government by country and city. There are no blanket rates; the rates vary by country and city. No receipts are required unless a conference site exception is claimed.

a. **Foreign Meals and Incidental Expenses** - The per diem rates are determined using the Federal Maximum Travel Per Diem Allowances for Foreign Areas (FASOM 11.05, updated monthly; visit the OUS web page for current rate at: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78. In the State Department web site, you have a choice by year, then month within year. 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. Try checking the rates for the location(s) visited or call 5-3733 or 5-4382 or email sasap@pdx.edu for assistance in finding the rates.

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 \$274, meals of \$136, total daily allowance of \$410 as of 10/1/06; Cambridge (also in UK, but not listed therefore use "Other") is given \$187 for lodging, \$111 for meals, \$298 total per day as of 4/1/04. All rates include tax. If using the per diem rates, no receipts are needed. Conference site hotels are authorized exceptions with receipts and brochures of conference hotels required to complete reimbursement. Non-commercial lodging rate is \$25 per day.

c. **Travel to Canada or Mexico** - The Federal Maximum Travel Per Diem Allowances for Foreign Areas includes travel rates to Canada or Mexico by city.

d. **Account Codes** - Use Foreign account codes 39615, 39616, or 39645.

e. **Currency Conversion Site:** <http://www.oanda.com/convert/classic>

7.016 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

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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 State Department web site for Non-Foreign Rates at (<http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>)). No receipts are needed.

b. **Lodging Rates** - Lodging rates follow the same tables used for meals, see above. The rates include tax and no receipts are required 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. Non-commercial lodging rate is at \$25 per day.

c. **Account Codes for Alaska and Hawaii** - Use Out-of-State account codes, 39515, 39516, or 39545.

d. **Account Codes for Puerto Rico and U.S. Possessions** - Use Foreign account codes, 39615, 39616, 39645, or 39646.

- 7.017** 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
 - Common carrier fares
 - Necessary fees for taxis, limousines, airport shuttles, rental vehicles
 - Parking and garage fees

The method of transportation must be authorized either verbally or 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.

- 7.018** 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 certified drivers is maintained at the Travel Desk (5-3733 or 5-4382).

b. **Highway and Local Mileage Reimbursement** - Mileage using standard mileage guides or the

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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 official-station-to-destination distances.

- **Private Auto Mileage (personal vehicle only)** – must include address of destination(s) traveling to and from employee official working station.
- **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 in excess of OUS mileage chart will need justification. Indicate actual odometer reading or print out mapquest mileage of official work station to destination. Indicate area miles and address of destination.

Effective August 1, 2008 mileage rate is 58.5 cents per mile.

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. **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 with Oregon law is considered **primary**. This means 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.**

7.019 State-Owned Vehicles State Motor Pool vehicles may be checked out for official business trips. To use a Motor Pool vehicle, the department must apply for a Motor Pool Check Out card. The Portland Motor Pool (971-673-6300) has a larger fleet of vehicles for short- or long-term use at its Swan Island headquarters. State vehicles including university owned vehicles may be used only for official business - no personal use is 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 Office. 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.

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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.

7.020 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. Examples: Flying to a city and renting a car to visit recruits and their families would be allowable. When flying to a city for a conference at the conference site hotel where the hotel has free or nominal shuttle service, the cost of renting a car would appear to be a personal benefit and not reimbursable.

a. **Size of Vehicles** - Rental cars should be economy or compact size. Larger vehicles are justified for groups of three or more. 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. **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 have a contract with Enterprise Rent A Car which is centrally bill through PSU using your index number. PSU Corporate Account number with Enterprise is DB46W68. This contract covers CDW coverage, therefore, do no buy extra. Please provide this corporate account number, index number and contact information when making reservation.** The Travel Desk has credit cards with several of the largest rental car firms (National, Budget). These cards can be checked out so that travelers can have the charges direct billed to PSU. 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.

c. **Insurance on Rented Vehicles** - If rented for official business and renting a vehicle that is not part of a master price agreement that includes insurance, you are encourage 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 deductible doubles from \$2,500 to \$5,000 in the event of a loss. However, if a vehicle is for personal use, the driver carries the insurance through his/her personal automobile insurance policy. **Drivers of rental vehicles should check their own auto policies before planning to rent.**

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 Business Affairs Office, 5-

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5340, immediately. And if you are using your US Bank Corporate Visa Card, accident report must be done within 20 days.

7.021 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 at 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.**

7.022 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. **Railroads** - Maximum fares on U.S. trains are regular first-class fares. 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. Receipts are required, except city buses and subways.

c. **Taxis, Limousines, and Airport Shuttles** - All may be used. Receipts are not required unless it is over \$75.00, but the cost for each must be itemized for reimbursement.

7.023 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. **Awards** - All employees are required to travel using routes, schedules and airlines that provide the lowest rates and most efficient travel. The traveler cannot prefer one carrier over another to gain awards. OUS does not require recapture of airline bonuses awarded employees for frequent flyer miles; the cost of record-keeping outweighs any monetary benefit. Frequent flyer bonuses may be used by employees as they choose unless contrary to the terms of a grant or contract. Employees are encouraged to use any bonuses in conjunction with official business.

b. **Payment in lieu of Air Travel** - A traveler may choose, with advance approval, to drive to the business destination rather than fly. The cost of reimbursement is the **cheaper** of the two methods. For example, a traveler choosing to drive to San Francisco (636 miles) could be reimbursed the lesser of mileage cost: $636 \times 2 \times \$0.485 = \616.92 vs. airfare: $\$86 \text{ City-Pair} \times 2 = \172 (+ tax & ticket fee). In other cases private vehicle mileage might be the cheaper method to determine the amount to reimburse.

c. **Split Billings** - The cost of travel, usually airfare, may be split by the amount paid by PSU and the remaining share paid by the traveler except for City Pair Airfare (Government Fare). Often, departments have limited travel budgets and can provide only partial support of the trip's cost. The

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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.

7.024 Contracted Travel Agencies PSU has contracted with three travel agencies to provide travel services to our travelers. We offer three so using departments have an option or choice of which to use. All are contracted to provide a full range of services. The agencies have been instructed to offer our travelers the lowest available fares, given the limitations of departure and arrival time frames. To book air travel, give the agent your Index Code and Account Code. The airfare costs are billed to a VISA "Ghost Card" and paid centrally to US Bank at the end of the month. The travel agency sends a list of the sold tickets and travelers, with the accounting data, to the Travel Desk where a journal voucher is prepared charging the ticket cost to the traveler's Index.

The travel agencies are **Azumano/Away Travel**, **Journeys Travel** and **Uniglobe Spectrum**/ These contracts are administered through Purchasing; call 5-3733, 5-4382 or sasap@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	Fax	Contact/ reps.	Fees
Azumano	866-291-0460	866-291-0460	877-840-0187	800-713-5432	Tony Fuerte	\$29.00
Journeys Travel	503-226-7200	866-440-1072	800-664-8594; Client Access Code A1AU9		Linda Lane	\$32.50
Uniglobe Spectrum	503-620-0620	800-544-2575	800-787-3997	503-624-0987	Michelle Maldonado	\$25.00

d. **US Bank Ghost Cards** - Each travel agency has a unique US Bank VISA Procurement Card (called "ghost cards" because they exist only on paper) to charge our cost of airline tickets to the various airline vendors.

e. **Lost Savings Reports** - Each of the travel agencies produces a report showing the cost of each ticket and whether the fare paid was the lowest fare. The report shows if the traveler refused the lowest fare and the reason for refusing the lowest fare. Historically, PSU travelers have preferred the lowest fares with only a small percentage opting for a higher fare. Travelers or departments may be asked to explain the reason for taking the higher fare noted in the report.

7.025 Buying Airfares - Call any of the contracted agencies with a proposed itinerary. The agent should give 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

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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.

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 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 card Other exceptions: **International Travel** (try to call Azumano, Journeys, or Uniglobe initially for one quote); group travel (as few as 5 or more); and **charter groups**.

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 or to 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. Normally, excursion coach fares require up to 21-day advance purchase, a Saturday night stay, and little or no allowance to cancel the ticket. A list of the city-pairs can be obtained from the Business Affairs web page. These special fares **are only available from our three travel agencies**. 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 Airfares** - Once you have determined the best route, itinerary, and price, commit to the purchase by booking the flight with the travel agent. The ticket is paid for by telling the agent your Index Code and FIS Account Code. The travel agency charges our ghost card to pay the airline and sends a list of purchased tickets to the Travel Desk at the end of the month to be journal voucher to the ordering department's Index.

e. **Airfare Reimbursements** – Airfare will be reimbursed upon completion of trip along with other expenses. Reimbursements to the traveler require either: 1) A copy of the on-line documentation showing the payment method and the itinerary or 2) Documentation showing the traveler paid the airfare (i.e. a credit card statement with the charge highlighted) and the itinerary. Be sure to

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document the other quotes on the TAF and attached written documentation with the travel reimbursement form.

7.026 Travel Reimbursements Following each trip, the traveler (**it's presumed the traveler is claiming costs for himself/herself**; if claiming payments on behalf of others, actual receipts must be shown and the others must be named and certify they received the meals) should complete an expense report listing the allowable expenses by item. The reimbursement should 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, a written explanation is required. Travel Reimbursement forms turned in to the Travel Desk is usually cleared, with the check mailed to the claimant, within one week. Accounting now has a method of directly depositing reimbursements to an employee's bank accounts.

a. **How to Complete the Form** - The PSU Travel Reimbursement Request can be filled from the Business Affairs web site that the traveler (claimant) completes within 10 days (or current to 6/30/XX at fiscal year-end) following a trip. For background, every claimant (faculty, student, guest or contractor) has to be a vendor in FIS before a reimbursement check can be produced. Therefore, the name, address, and social security/vendor number must be accurate. These elements are explained: **SEE PAGE 20.**

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TRAVEL REIMBURSEMENT REQUEST

Name PSU ID Address	traveler's name as in the payroll database or as known to the IRS PSU ID or SSN if non-employee Current mailing address	Employee Official Station		
		PSU or Portland for an on-campus employee; a complete home address for a non-employee, or sometimes, an office address for a non-employee candidate <input type="checkbox"/> PSU Employee <input type="checkbox"/> Student <input type="checkbox"/> Other		
Title	traveler's title....professor, project manager, visiting candidate, etc	PSU Department	Contact Name	Phone No.

Date Mm/dd/yy	Departure/arrival time	Itinerary	Miles	Amt	Per Diem	Brkfst	Lunch	Dinner	Lodging	TOTAL
earliest date travel commenced	time travel started, usually when traveler left official station	where did traveler go?	Rate \$.585/mile			\$	\$	\$	\$	\$
End of trip date	Time travel end – arrived at PDX	Arrived at PDX								
Sub-Total										

Date	OTHER EXPENSES: Transportation fares, registration fees, telephone calls, etc.	Amount
	Itemize additional travel expenses: tolls, parking, phone calls, taxies, etc	\$
Travel Advance: Yes <input type="checkbox"/> No <input type="checkbox"/>		Sub-Total:
GRAND TOTAL:		


Index Code	Account Code	Payment Amount	Index Code	Account Code	Payment Amount
list Index Code	Account Code	\$			

Purpose (Required on all requests)
 Indicate business purpose of each trip. How does it benefit PSU?

I certify that the expenses itemized above are actual and reasonable, incurred in the performance of my official duties. The charge is therefore just and that no amounts have been or will be submitted elsewhere.

Claimant's Signature/Date (Required)	Pres., Div., or Dept. Head Approval (Required)	Bus. Ofc. Audit Approval
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 Claimant must sign.	Traveler's supervisor or budget approval for non-employee.	
	Sign/Print Name	Date

02/01/07

Routing of TRR - Retain a copy in the department and route the original copy to the Travel Desk in the Accounting Office, mail code BO-SAS.

c. **Account Codes for Travel** - Travel uses unique account codes in the 39XXX series. The codes basically are broken down for **program-related travel** between employee and non-employee and between in-state, out-of-state and, foreign destinations. Also, there are three codes for **employee training travel** - sending an employee to a workshop to learn a new process, for instance, as opposed to travel to an annual professional meeting that may offer discussion of particular topics (program). The basic account codes are:

Description	In-State	Out of State	Foreign
Employee Travel	39415	39515	39615
Employee Training	39416	39516	39616
Non-Employee Travel	39445	39545	39645
Group/Team Travel	39446	39546	39646
Conference Registration	28601	28601	28601
Training-Tuition/registration	29040	Fees to PSU or other OUS schools	
Interagency Training	29051	Training from other Oregon State Agency	
Outside Training	29052	Training from outside; PCC, L&C, Consultant	

7.027 Employee Moving Expenses PSU can reimburse or pay vendors directly on behalf of new employees for their moving expenses. These rules are consistent with IRS rules. Some expenses may be reimbursed under the travel rules (accountable plan) with no tax consequences, while other expenses are considered taxable and reported as miscellaneous income (1099) or paid through payroll with deductions. Call the Travel Desk (5-3733) beforehand.

- a. **50 Mile Test:** Moving mileage will be reimbursed if the 50 Mile Test has been met. If your new main job is within 50 miles of your former residence than your old job was, then it is non-taxable. If your new main job is at least 50 miles farther from your former residence than your old job was then it is taxable. The first .20¢/mile is non-taxable and the remaining .385¢/mile is taxable. **Moves not meeting the 50 mile test are not reimbursed.**
- b. **Moves exceeding \$5,000** require a purchase order. Use account code 10790 (moving) and account code 10780 (house hunting, temporary living.) <http://www.ous.edu/cont-div/fasom/sec10/10030602.php>

7.028 Questions? Questions about travel policy, rules, rates, and interpretation: Questions to travel Desk at 5-3733 or 5-4382 or Specialized Accounting Services supervisor at 5-4731.