



Travel Reimbursement Policy and Guide

Please refer to this when planning travel

If there is any question you may have that is not addressed here, please call or email Abby Rice – Ext. 1400; abby@opsu.edu.

1. Travel claims for reimbursement must be turned in within 30 days of the actual travel dates. Claims turned in beyond the 30-day window may be approved on a case by case basis. Documentation must be presented with the reason the claim was not turned in within 30 days of actual travel.
2. An approved travel request is required to be on file **prior** to travel taking place.
3. If you take your own vehicle on a trip and are claiming mileage, you must provide your license plate number. The state now requires exact addresses of starting and ending points to calculate mileage.
4. **If you are traveling on school business by air, please note the following:**
If you begin a trip, which includes airline travel, more than one day before your official meeting begins, you **must** prove a cost savings to the university. In this case, the 48-hour rule may apply. **If you do not include a cost comparison/documentation proving a cost savings, your travel date will be adjusted to include travel within one day prior to the date of official business.**

The official rule follows as stated:

"Under limited circumstances involving airline travel, reimbursement **may** begin as many as 48 hours before and extend as many as 48 hours after the objective of the trip. This procedure allows state employees in travel status to take advantage of the **least expensive** air fares available for weekend departure or arrivals, particularly Saturdays."

"If the 48 hour rule is claimed, the voucher must include a **detailed** cost comparison of the additional per diem, or meals and lodging versus the savings on the airfare. The airfare rate used in the comparison must come from the same travel agency where the ticket was purchased. The total reimbursement cannot exceed the amount of eligible reimbursement if the one-day rule were adhered to, including the airfare rate available at the time."

"Also, reimbursement **may** begin as many as 48 hours before and extend as many as 48 hours after the objective of the trip for travel **outside** the contiguous U.S."

6. The OPSU purchasing card may **only** be used for meals as part of team/student travel. If you are using an OPSU purchasing card, we must know if meals have been charged so they are deducted from the per diem amount.
7. Meals provided or purchased on an OPSU Purchasing Card with students/team travel will be deducted at the GSA Government rate.

8. Regardless of mode of travel, reimbursement for out-of-state transportation cannot exceed that of coach airfare plus mileage to and from the airport. If you choose a mode of travel, other than by air, you must provide a cost comparison between the estimated cost of transportation and the cost of the airline ticket (had you flown to the destination). Please secure airline quotes from OPSU's Corporate Travel Planners (CTP) system. **Airline travel *must* be purchased through the university's CTP system. Please refer to the CTP travel guidelines for more information.**

****If you still choose to travel by a different mode of transportation and it is more expensive, you will only be reimbursed up to the amount of the coach airfare plus mileage to and from the airport.**

9. Proof of official business must be provided by way of conference agenda, email, or other documentation. Any documentation you may have is beneficial.
10. If you are recruiting, you must fill out the Recruitment Log form to accompany your travel reimbursement form **if** no other documentation is available.
11. Lodging must be purchased through OPSU's CTP system.
12. If you purchase lodging on your personal card and require reimbursement, you cannot be reimbursed above the state rate plus taxes for that city. If this occurs, the state rate plus pro-rated taxes will be reimbursed. Lodging receipts must also show a zero balance due.
13. If the hotel you stay at is the conference designated, we must have documentation as such. If it is designated, the full amount above the state rate plus taxes is reimbursable.
14. If any part of your travel (Registration Fee, Lodging, Rental Car, etc.) is paid on a purchase order, the P.O. # must be documented on the reimbursement form.
15. If any part of your travel (Registration Fee, Lodging, Rental Car, etc.) is paid on an OPSU purchasing card, it must be documented on the reimbursement form.
16. All receipts must be originals - do not include meal receipts if you are requesting per-diem.
17. Per diem may only be claimed if travel requires an overnight stay.
18. The first and last day of travel per diem amount is calculated at 75% of the per diem rate.