



Travel Summary

Updated January 1, 2009

Commonly Used Travel Account Codes

	In-State	Out-Of-State	AK, HI, PR	Foreign
Employee Program Travel	39415	39515	39515	39615
Employee Training Travel	39416	39516	39516	39616
Non-Employee Program Travel	39445	39545	39545	39645
Group Travel	39446	39546	39546	39646
Taxable Travel and Moving	See FASOM Regulations or call Carrie at (541) 962-3856			

Meals & Incidental Expenses: Incidental expenses, such as expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services, such as for waiters and baggage handlers. Incidental expenses are combined with meals into a single per diem rate. If a meal is provided for the traveler, no per diem can be claimed for that meal. The per diem rates are outlined in the table below.

Oregon and Out-of-State Low Per Diem Cities Involving an overnight stay.	\$45.00/day or: Breakfast=\$11.25 Lunch=\$11.25 Dinner=\$22.50
Out-of-State High Per Diem Cities* Involving an overnight stay.	\$58.00/day or: Breakfast=\$14.50 Lunch=\$14.50 Dinner=\$29.00

*See FASOM Regulations or call Carrie at (541) 962-3856 if you want to find out if a city is considered "Out-of-State High."

Partial day per diem rates (involving an overnight stay):

Initial day of travel—leave:

Prior to 7:00 AM—breakfast, lunch, dinner

7:00 AM to 12:59 PM—lunch, dinner

1:00 PM and after—dinner

Final day of travel—return:

Prior to Noon--breakfast

12:00 Noon to 5:59 PM—breakfast, lunch

6:00 PM and after—breakfast, lunch, dinner

Lodging: The lodging reimbursement rates are outlined in the table below.

In-State	Up to \$113/night RECEIPT REQUIRED FOR REIMBURSEMENT
Portland, Oregon	Lodging Reimbursed At Actual And Reasonable Cost With Departmental Approval Prior To Departure.
Out-of-State Low Per Diem Cities	Up to \$113/night
Out-of-State High Per Diem Cities*	Up to \$198/night RECEIPT REQUIRED FOR REIMBURSEMENT
Conference	Lodging Reimbursed At Actual And Reasonable Cost. RECEIPT REQUIRED FOR REIMBURSEMENT (When conference lodging exceeds the "low" city per diem and is reimbursed at actual and reasonable cost, the per diem for meals is \$58)
Non-Commercial Lodging	\$25/night

*See FASOM Regulations or call Carrie at (541) 962-3856 if you want to find out if a city is considered "Out-of-State High."

Frequently Used Mileage La Grande, Oregon to:

OREGON

Baker City	44
Bend	271
Boardman	98
Burns	195
Condon	158
Coos Bay	471
Corvallis	340
Cove	16
Elgin	20
Eugene	369
Halfway	95
Hermiston	83
John Day	135
Joseph	72
Milton-Freewater	69
Monmouth	322
North Powder	24
Ontario	116
Pendleton	52
Portland	259
Richland	82
Salem	306
The Dalles	177
Umatilla	86
Union	14
Wallowa Lake	76

IDAHO

Boise	170
Lewiston	155
McCall	207
Moscow	185
Nampa	153
Pocatello	410
Twin Falls	293
Weiser	108

WASHINGTON

Bellingham	419
Cheney	274
Ellensburg	219
Kennewick	118
Longview	311
Olympia	374
Pasco	125
Pullman	186
Richland	121
Seattle	328
Spokane	256
Tacoma	359
Vancouver	268
Wenatchee	279
Walla Walla	94

Lodging taxes are reimbursed as a "Miscellaneous Expense." Please do not combine the lodging charge and lodging taxes. Separate the taxes out as a Miscellaneous Expense.

Documentation: A hotel receipt is required for reimbursement. When attending a conference, include the conference itinerary showing dates and location. Do not use conference acronyms when filing a travel reimbursement form.

Mileage: For any travel occurring on or after January 1, 2009, the reimbursement rate will be \$0.55/mile. It is EOU policy that travelers use the FASOM mileage chart when traveling to any of the cities indicated on the chart. For cities not indicated on the chart, travelers may use odometer readings, or online mapping tools (e.g., Mapquest.com), as indicated in FASOM. Substantial deviations from standard distances or usual routes must be explained.

Airfare: You may use the agency or airline of your choice. Use the most reasonable and cost effective flight available. FASOM 11.03 (4).

Miscellaneous Expenses: Commercial ground transportation requires receipts if over \$75 per item; all other miscellaneous expenses require receipts if over \$25 per item. All expenses must be itemized. Miscellaneous expenses include, but are not limited to, vehicle rentals taxi fares, bus fares, shuttle fares, telephone calls, faxes, parking tolls, energy surcharges, lodging taxes and checked baggage (2 standard-weight checked bags). Use the account code applicable to the miscellaneous expense, for example, conference registration should be reimbursed to account code 28601.

One Day Travel: No meal per diem is allowed for one-day travel, except as follows:
If departure is 2 hours or more prior to regular shift, then breakfast is allowed.
If return is 2 hours or more after to regular shift, then dinner is allowed.
See FASOM 11.02 (3) for additional exceptions.

Recruitment: Candidate expenses are reimbursable for personal interviews. Prior approval is required for reimbursement of spouse's travel. Per diem rates shown above are used. When only meal or food expense is incurred for a candidate search, these should be treated as hosting groups and guests. Expenses are treated as direct pay invoices, not travel. Candidate expenses are reimbursed at actual rates. Employee meals are paid at per diem rates shown above. RECEIPTS ARE REQUIRED, AS WELL AS A LIST OF PARTICIPANTS AND A SIGNED NOTE STATING THAT "NO ALCOHOL WAS SERVED." 15% MAXIMUM FOR GRATUITY.

Student Travel: There are specific travel policies and inherent risks related to student group travel. The travel can include athletic trips and contests, field trips or other extra-curricular activities. Student travel information forms are available in the schools and unit offices. If you are planning a group event and travel is required, contact Risk Management at 962-3398 for forms, informed participation meetings and documentation, trip check-off sheets and other elements of trip organization. These elements are important in providing the students with a safe and well-organized event or trip. In case of an accident or injury while traveling, Dr. Camille Consolvo, Dean of Student Affairs, should be notified immediately. Her office number is 962-3635. If Dr. Consolvo cannot be reached, contact Virginia Key, Vice President for Administration and Finance. Her office number is 962-3773.

Students who travel as employees or officially designated representatives of a campus may be reimbursed for expenses utilizing the above guidelines. Students traveling with clubs or groups should utilize the following guidelines:

Food/Meals	\$18/day
Lodging	\$20/night
Mileage	\$0.22/mile

Teams/Groups/Clubs: See FASOM 11.01 H. (2)
See EOU club and organization manual.

Procurement Cards And Travel Cards: Departmental procurement cards may be used for registration and airfare. Hotel RESERVATIONS may be made with the procurement card, but the actual bill can not be charged to the procurement card. Generally, these cards should not leave the local area and should not be used for travel expenses. Travel cards (personal Visa cards) may be obtained through EOU. Contact Accounts Payable at 962-3377 for details.

Travel Authorization: The travel authorization/advance form is required for ALL travel. This form is to be filled out prior to any travel. It must be on file in Accounts Payable before any travel advance or travel reimbursement can be processed.

Travel Advance: The travel advance form is used to request travel money, prior to departure on an approved trip. Authorization for travel is through the appropriate unit head. See EOU handbook-Travel. Authorization is required to process a travel advance. Advances will not be made for less than \$100. The advance may be for the full, estimated cost of the trip. Only one advance per individual may be outstanding at any time. No subsequent advance or reimbursement will be made until a "Travel Reimbursement" (settlement) is completed for the outstanding advance. When the advance form is signed, the employee is authorizing a payroll deduction if settlement is not completed in 30 days from the conclusion of the trip. Accounts Payable requires 72 hours notice to process a travel advance request.

Travel Reimbursement: This is the settlement form for travel. It is available on Excel or similar spreadsheet. These must be filed immediately upon completion of travel. Travel expenses must be submitted on this form, typed, and properly approved.

General FASOM travel regulations are 11.00 – 11.06.

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