



**EASTERN OREGON  
UNIVERSITY**

**FOUNDATION TRAVEL SUMMARY**

(last updated: 8/17/06 to comply with EOU rates)

**EOU Foundation Travel Reimbursement Policy (adopted: 9/20/05)**

1. Approved travel expenses will be reimbursed by the EOU Foundation at the same rates and under the same regulations and policies as travel for Eastern Oregon University.
2. All required paperwork and receipts must be submitted before reimbursements will be made.
3. Reimbursements will conform to all EOU Foundation Accounts Payable policies and procedures.

**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 are combined with meals into a single per diem rate. The per diem rates are outlined in the table below.

<b>Oregon and Out-of-State Low Per Diem Cities</b>	<b>\$45.00/day</b> or: Breakfast=\$11.25 Lunch=\$11.25 Dinner=\$22.50
<b>Out-of-State High Per Diem Cities*</b>	<b>\$58.00/day</b> or: Breakfast=\$14.50 Lunch=\$14.50 Dinner=\$29.00

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

On the day the trip begins, the traveler is eligible for 100% of the per diem if the trip begins before 12:00 p.m. (Noon), or is eligible for 50% of the per diem if the trip begins after 12:00 p.m. (Noon).

On the day the trip concludes, the traveler is eligible for 100% of the per diem if the trip concludes after 6:00 p.m., or is eligible for 50% of the per diem if the trip concludes before 6:00 p.m.

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

<b>In-State</b>	<b>Up to \$96/night RECEIPT REQUIRED FOR REIMBURSEMENT</b>
<b>Portland, Oregon</b>	<b>Lodging Reimbursed At Actual And Reasonable Cost With Departmental Approval Prior To Departure.</b>
<b>Out-of-State Low Per Diem Cities</b>	<b>Up to \$96/night</b>
<b>Out-of-State High Per Diem Cities*</b>	<b>Up to \$168/night RECEIPT REQUIRED FOR REIMBURSEMENT</b>
<b>Conference</b>	<b>Lodging Reimbursed At Actual And Reasonable Cost. RECEIPT REQUIRED FOR REIMBURSEMENT</b>
<b>Non-Commercial Lodging</b>	<b>\$25/night</b>

\*See FASOM Regulations or call Katie 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
Condon	158
Corvallis	340
Cove	16
Elgin	20
Eugene	369
Haines	32
Halfway	95
John Day	135
Joseph	72
Monmouth	322
North Powder	24
Ontario	116
Pendleton	52
Portland	259
Richland	82
Salem	306
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.



EASTERN OREGON  
UNIVERSITY

- Mileage:** Use of personal vehicle is reimbursed at \$0.445/mile  
Use chart the mileage chart provided on this travel summary or the FASOM mileage chart.  
Always use mileage shown on chart.  
Additional miles should be shown with other expense as "local miles."
- 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, and lodging taxes. 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 prior to regular shift, then breakfast 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 962-3323 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. Sheldon Nord, Vice President for Student Affairs, should be notified immediately. His office number is 962-3635. If Dr. Nord cannot be reached, contact Darlene Morgan, 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 may 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 962-3323 for details.



**EASTERN OREGON**  
UNIVERSITY

- Travel Exception Form:** The travel exception form is required for ALL travel except:  
\*Candidate Travel Reimbursements  
\*Athletic Travel Reimbursements/Travel Advances  
\*Grant-Funded Travel Reimbursements/Travel Advances (index must start with the letter "G")  
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. Any travel paperwork submitted without a travel exception form on file in Accounts Payable will be returned to the department that submitted it.
- 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 \$25.00. 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 48 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.