

WHAT DO I DO? for Travel

Why make your own travel reservations? First, you get the specifics you want—such as quiet rooms and aisle seats. With web-based and 1-800 reservation systems, it is quicker doing it yourself than explaining it to someone else. Plus, you can answer those unexpected questions on the spot, and maximize your own convenience.

→ → *All forms are available on the Z:\ drive in the folder **Travel Forms***

Questions?

Ask Lee about payment options and what travel is reimbursable.

Ask Cathi about forms, hotel recommendations, etc.

1. Make your travel arrangements and reservations

Payment/Reimbursement Options:

- Reimbursement: The easiest option is to use your personal credit card and to request reimbursement. You will receive reimbursement as part of your paycheck, in a separate, non-taxed category.
- Travel Advance: Rather than paying and getting reimbursed, you may request a travel advance 15-30 days prior to the travel. See Lee for the travel advance form and instructions.
- OHSU Pre-Pay or Direct Bill: Some expenses, like conference fees and hotels, may be pre-paid and/or direct billed. If you don't know whether this is an option, you may ask Lee or Cathi. Use Azumano to direct-bill airline costs.

Use a Travel Agent?

You may use Azumano Travel (866-291-0460) to make travel arrangements. After you make your arrangements, ask Cathi or Lee to make a follow-up call to Azumano, to provide an authorization number. Azumano can direct-bill airline costs.

Travel by Car: If you are using your personal car for day trips (without overnights), you may use the "Mileage Worksheet Form."

2. Complete the "Pre-Travel Worksheet" form

- Fill in all information about dates, transportation, lodging, etc.
- Turn in form to Cathi

3. After travel is completed

- Complete "Post-Travel Reimbursement Worksheet", whether or not you are getting reimbursed for mileage. Include departure date & time, destination and time of arrival, as well as return times and destinations.
- Turn in form to Cathi