

Travel and Transportation Administration and Expenses

Index

POLICY

- [.100 POLICY STATEMENT](#)
- [.110 POLICY RATIONALE](#)
- [.120 AUTHORITY](#)
- [.130 APPROVAL AND EFFECTIVE DATE OF POLICY](#)
- [.140 KNOWLEDGE OF THIS POLICY](#)
- [.150 DEFINITIONS](#)
- [.160 RESPONSIBILITIES](#)
- [.170 APPROVAL](#)
- [.180 PERSONS ELIGIBLE FOR TRAVEL-EXPENSE REIMBURSEMENT](#)
- [.190 TRAVEL-EXPENSE REIMBURSEMENT REQUEST](#)
- [.200 TRAVEL CARDS \(Corporate Cards\) AND TRAVEL ADVANCES](#)
- [.210 TRAVEL AGENCY SERVICES](#)
- [.220 STUDENT AND TEAM TRAVEL](#)
- [.230 TRAVEL PAID BY OUTSIDE SOURCE](#)
- [.240 TEMPORARY VERSUS INDEFINITE TRAVEL ASSIGNMENTS](#)
- [.250 MEAL AND INCIDENTAL EXPENSES](#)
- [.260 LODGING](#)
- [.270 MISCELLANEOUS EXPENSES](#)
- [.280 IN-STATE MEALS, INCIDENTAL EXPENSES, AND COMMERCIAL LODGING](#)
- [.290 OUT-OF-STATE MEALS, INCIDENTAL EXPENSES, AND COMMERCIAL LODGING \(including regional travel\)](#)
- [.300 FOREIGN MEALS, INCIDENTAL EXPENSES, AND COMMERCIAL LODGING](#)
- [.310 NON-CONTINENTAL U.S. AND OVERSEAS NON-FOREIGN AREAS \(e.g. Alaska, Hawaii, Guam, and other U.S. Possessions\)](#)
- [.320 TRANSPORTATION](#)
- [.330 PRIVATE VEHICLES](#)

- [.340 COMMON CARRIER FARES](#)
- [.350 VEHICLE RENTAL](#)
- [.360 LOANED VEHICLES](#)
- [.370 STATE-OWNED VEHICLES](#)
- [.690 CONTACT INFORMATION](#)
- [.695 HISTORY](#)

POLICY

.100 POLICY STATEMENT

It is EOU policy to reimburse employees for expenses incurred while traveling on official EOU business. Such reimbursement is subject to all applicable statutes, regulations, bargaining agreements, contracts, policies, procedures, and budget availability.

This policy supersedes OUS Fiscal Policy Manual 95, FASOM sections 11.01, 11.02, 11.03, 11.05, and 11.06, with links to the Federal Out-of-State Localities Eligible Table, the Travel Reimbursement Rates summary, and the Oregon Mileage Chart.

.110 POLICY RATIONALE

EOU seeks to ensure that the policies and procedures related to administration of travel and transportation are documented, communicated, clearly understood, and consistently applied.

.120 AUTHORITY

- [ORS 278.405 Department to Manage Risk Management and Insurance Programs; Rules](#)
- [ORS 283.310 Control and Regulation of State-owned Motor Vehicles](#)
- [ORS 283.395 Driving state-owned vehicles for private purposes prohibited; rules](#)
- [ORS 283.990 Penalties](#)
- [OAR 125-155-0000 State Vehicle Use and Access](#)
- [OAR 580-040-0030 Vehicle Safety Rule](#)
- [OAR 580-046-0035\(6\)\(d\) Foundation and Institution Operational Procedures, Gifts, Accounts, Institution Support, Contracts](#)
- [GSA \(U.S. General Services Administration\) Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#)
- [IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses](#)

- [IRS Publication 1542, Per Diem Rates](#)

.130 APPROVAL AND EFFECTIVE DATE OF POLICY

The reformatting of the policies mentioned in section .100, Policy Statement, into this one comprehensive policy was approved by the Director of Business Affairs for Eastern Oregon University on April 20, 2016.

.140 KNOWLEDGE OF THIS POLICY

All institutional personnel should be knowledgeable of this policy.

.150 DEFINITIONS

Charter Services: Airlines that do not participate in franchised airline reservation systems (e.g., Southwest).

Commercial Lodging: Travel requiring overnight absence from an employee's official station during which expenses arising from the use of commercial lodging are expected.

Common Carrier: Any air, land, or water motorized conveyance operated under a license for the transportation of passengers for hire for which a ticket is issued.

Foreign Travel: Travel to or within foreign countries. For determining reimbursement rates, travel to or within Puerto Rico, the Northern Mariana Islands or U.S. Possessions is considered non-foreign overseas travel. For determining account codes, travel to or within Puerto Rico, the Northern Mariana Islands and U.S. Possessions is considered foreign travel.

In-State Travel: Travel to or within the state of Oregon. Includes travel to Oregon originating outside the state of Oregon.

Non-Commercial Lodging: Travel requiring overnight absence from an employee's official station during which non-commercial lodging is used (e.g., camping equipment, recreational vehicle or private home).

Non-Foreign Overseas Travel: Non-Foreign Overseas travel comprises travel to or within Alaska, Hawaii, Puerto Rico, the Northern

Mariana Islands and U.S. Possessions. When traveling to or within Alaska and Hawaii, use out-of-state travel account codes. When traveling to or within Puerto Rico, the Northern Mariana Islands, and U.S. Possessions, use foreign travel account codes.

Official Guests: Official guests are deemed by appropriate University personnel to be guests of the University with a related appropriate purpose. Official guests can include, but are not limited to, visiting speakers, visiting faculty, diplomatic or dignitary guests, public figures, candidates and their accompanying family members, and performing artists.

Official Station: The city, town or other location to which an employee is assigned (see also Tax Home).

Out-of-State Travel: Travel to or within the United States, but outside the state of Oregon. For determining reimbursement rates, travel to or within Alaska and Hawaii is considered non-foreign overseas travel. For determining account codes, travel to or within Alaska and Hawaii is considered out-of-state travel.

Per Diem: Reimbursement for lodging, meal and incidental expenses for a 24-hour period.

Tax Home: Generally, your tax home is your regular place of business or post of duty, regardless of where you maintain your family home. It includes the entire city or general area in which your business or work is located. If you have more than one regular place of business, your tax home is your main place of business.

If you have more than one place of work, consider the following when determining which one is your main place of business or work.

- The total time you ordinarily spend in each place
- The level of your business activity in each place
- Whether your income from each place is significant or insignificant

(See also Official Station.)

Unrestricted Air Travel: Airline travel for which there are no restrictions on ticket purchase (e.g., seven- or fourteen-day advance purchase, Saturday night stay or non-refundable provisions).

.160 RESPONSIBILITIES

[1] The Oregon State Board of Higher Education

The Eastern Oregon Board of Trustees has authority over the EOU travel and transportation policy including the establishment of EOU travel reimbursement rates.

.170 APPROVAL

Travel expenses will be reimbursed provided the trip is approved in advance by authorized campus personnel. Travel authorizations may be verbal or written. Blanket authorization for a series of trips may be approved. Employees whose duties require frequent or continuous travel are considered to have advance approval when travel is within the usual limits of their duties. If departmental policy requires a written request, and when several employees travel together with the same itinerary and similar expenses, one request for travel authorization may be submitted for the group.

.180 PERSONS ELIGIBLE FOR TRAVEL-EXPENSE REIMBURSEMENT

[1] Employees

EOU employees may be reimbursed for expenses incurred in connection with official travel.

[2] Employees on Leave

Reimbursement for travel expenses incurred during sabbatical or other types of leave is warranted only in exceptional circumstances.

[3] EOU Board Members and Unpaid Members of Advisory Committees

EOU Board members and unpaid members of advisory committees may be reimbursed for actual and reasonable expenses, including mileage and gratuities of up to 15% of meal costs up to per diem.

[4] Recruitment for Employment

Reimbursement is limited to travel expenses for personal interview and must be approved in advance by authorized campus personnel. Prior approval by authorized campus personnel is required if reimbursement includes accompanying family member(s)' travel expenses.

[5] New Employees

New employees may be reimbursed for travel and moving expenses when reimbursement is necessary to employ qualified personnel.

New employees teaching a single term only may be reimbursed for travel expenses associated with one round trip when reimbursement is necessary to employ qualified personnel. Advance approval by authorized campus personnel is required for new employees.

[6] Students

Students who travel as employees or officially designated representatives of a campus may be reimbursed for travel expenses.

[7] Employees of Other State Agencies

Employees of other state agencies should be reimbursed for travel expenses by their own agency.

[8] Non-Employees and Volunteer Workers

Individuals not covered by this policy, section .180[1] through [7], may only be reimbursed for travel expenses incurred in conjunction with providing a service to a campus through a formal or informal contractual relationship.

.190 TRAVEL-EXPENSE REIMBURSEMENT REQUEST

Travel expenses may be reimbursed by paying either the traveler or the vendor. When employees travel together, it may be expedient for one employee to pay and claim reimbursement for certain expenses of other employees. Reimbursement for multiple employees is only allowed when actual expenses are being reimbursed and are supported by receipts. Deductions are made from the per diem amounts for employees involved. Requests to reimburse travel

expenses must be made on the campus travel reimbursement request form. Requests for reimbursement must be accompanied by receipts, when required. (See sample travel reimbursement request form)

.200 TRAVEL CARDS (CORPORATE CARDS) AND TRAVEL ADVANCES

EOU has contracted with US Bank to provide travel cards which US Bank refers to as "corporate cards." These corporate cards are issued to eligible employees who are approved by US Bank.

[1] Eligibility

Any employee who may have reimbursable travel expenses is eligible for a corporate card. US Bank conducts a credit evaluation prior to issuance of cards.

[2] Card Usage

Employees' use of the corporate card is limited to business travel and other business-related expenses. Business travel expenses include lodging, meals, car rental and miscellaneous expenses incurred while traveling for business purposes.

Card holders have Automated Teller Machine (ATM) access through the corporate card. ATM draws should be used to meet cash needs for miscellaneous travel expenses for which the corporate card cannot be used. ATM draws should be infrequent and limited to use for business purposes.

[3] Responsibility for Charges

The employee is solely liable for charges to his/her account in accordance with the agreement between US Bank and the employee.

[4] Payment of Charges

The full amount on the US Bank monthly statement is due on receipt. US Bank assesses late charges in accordance with the charge card agreement, and may terminate a delinquent employee's account.

[5] Termination or Transfer

US Bank corporate cards are valid only while cardholders are employees. A card is invalid on termination. The campus travel coordinator should be notified when a cardholder terminates employment.

.210 TRAVEL AGENCY SERVICES

EOU does not contract with a local travel agent. Personnel may purchase tickets from a variety of sources but should find the most economical means to meet their needs. Price, service, and administrative cost are major factors in the purchasing decision.

.220 STUDENT AND TEAM TRAVEL

[1] Student Travel

[OAR 580-40-0030](#) provides guidelines regarding transportation of students in a state owned, leased or controlled vehicle.

[2] Athletic Teams and Student Groups

[a] Travel Expenses of Others

When one EOU employee, such as a coach, athletic director or group leader, pays for the travel expenses of the team or group members, do the following when preparing the travel reimbursement request.

- Keep non-employee travel expenses separate from those of employees.
- Include an attachment that provides a detailed itemization of each employee's expenses.
- Include a vendor receipt for meals provided to team or group members. If no receipt is available, such as when individuals are provided cash to buy their own meals, a list of the individuals' names, their signatures, and the amounts disbursed is required.

[b] One-Day Trips

Meal expenses for an athletic team or student group on a one-day trip may be reimbursed at actual cost. A receipt is required. Coaches, trainers or group leaders who accompany and are responsible for the care, custody or control of the team or group are also eligible for meal-

expense reimbursement. The request for reimbursement must state that the expenses result from a trip by an athletic team or student group.

.230 TRAVEL PAID BY OUTSIDE SOURCE

Outside entities may reimburse the campus, pay a service provider directly, or reimburse an employee for travel expenses related to EOU business. If the service provider is paid directly, or if reimbursement is made to an employee, documentation should be maintained in the campus travel records. Documentation should include the traveler's name, identity of the outside source, travel destination, travel dates and EOU business purpose. If reimbursement is made to the campus, it should be accounted for as a reduction of expense.

When a travel reimbursement payment is made by the foundation, it must be reported by the foundation to the president annually as required by [OAR 580-46-0035\(6\)\(d\)](#).

.240 TEMPORARY VERSUS INDEFINITE TRAVEL ASSIGNMENTS

Reimbursement of travel expenses for "temporary" assignments are generally not taxable to the employee if less than one year. If the assignment is "indefinite", the employee is considered to have moved to the new work location. Reimbursement of expenses for "indefinite" travel is taxable. (For additional information, see [IRS](#) guidelines).

.250 MEAL AND INCIDENTAL EXPENSES

[1] General

Generally, meal and incidental expenses are reimbursed at a per diem rate. Meal and incidental expenses may be reimbursed only if the traveler qualifies for lodging-expense reimbursement, except as noted herein.

[a] Proration of meals & incidental expenses per diem for partial days involving an overnight stay

Meal per diems for initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times:

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

For the day the traveler leaves on a trip, the per diem rate specified for where the traveler will spend the night is used. For the day the traveler returns from a trip, the per diem rate specified for the last location where the traveler stayed overnight is used.

Applicable meal and incidental expense per diem may not be claimed if a meal is provided at a hosted function (e.g., a conference registration fee includes a meal). The per diem rate for a full day's meal and incidental expenses is apportioned as follows:

- breakfast: 25%
- lunch: 25%
- dinner: 50%.

[2] Actual Meal-Expense Reimbursement

Reimbursement for meals at actual expense is only allowed when hosting official guests and groups, for athletic team and student group meal expenses, and for EOU Board members and unpaid members of advisory committees. When actual meal expenses are reimbursed, an itemized receipt is required. A gratuity of up to 15% of each meal expense may also be claimed. The receipt must separate the meal

cost and the gratuity paid. When the receipt shows only the total charge, the traveler should write in the meal and gratuity amounts. When a single reimbursement is requested for multiple employees, all employee's names should be identified on the receipt. No alcohol expenses are reimbursable with state funds.

Athletic team meal expenses exceeding the EOU per-diem rate require documentation as to the reason for the excess and documented approval of the athletic director or the associate athletic director to whom the coach reports. Student group meal expenses exceeding the EOU per-diem rate require documentation as to the reason for the excess and documented approval of the department head.

[3] Meals on One-Day Trips

When a traveler departs and returns the same day, meal expenses are reimbursed only in the following cases:

[a] *When traveling as an EOU Board member or unpaid member of an advisory committee*

[b] *When a meal at a convention, conference or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee*

[c] *When directed or required to attend mealtime business meetings, including community or public relations meetings*

[d] *Trips by athletic teams and student groups
Lunches on one-day trips will not be reimbursed except in circumstances [a] - [d] listed above.*

The IRS considers breakfast and dinner allowances, figured on the basis of hours worked (such as those permitted under [e] – [f] below, to be taxable to the employee. If such breakfast and dinner allowances are paid, the existing account code 28502 - Overtime Meal Allowance - may be used.

[e] *When an employee leaves his/her official station two or more hours before his/her regular work shift, s/he will receive the breakfast allowance*

[f] *When an employee returns to his/her official station two or more hours after his/her regular work shift, s/he will receive the dinner allowance*

[4] Incidental Expenses

Incidental Expenses are combined with meals into a single rate.

EOU references IRS Publication 463 (Travel, Entertainment, Gift, and Car Expenses) for the definition of incidental expenses.

The term "incidental expenses" means:

Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

Incidental expenses do not include:

Expenses for laundry, cleaning and pressing of clothing, lodging taxes, costs of telegrams or telephone calls, transportation between places of lodging or business and places where meals are taken, or mailing cost of filing travel vouchers and paying employer-sponsored charge card billings.

.260 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 is reimbursed at actual cost, receipts are required.

Exceptions (e.g., conferences) may be reimbursed at actual and reasonable cost that exceeds per diem, with appropriate documentation. Exceptions other than conferences should be rare. Lodging will be reimbursed at actual and reasonable cost for the Portland Metropolitan area. Lodging receipts required.

[1] Lodging Receipts Requirements

Lodging receipts must show the following:

- Traveler's name (or names)
- Date(s) occupied
- Room number
- Number of persons occupying the room
- Single room rate
- Actual amount paid

If the single room rate is not shown, a note on the receipt stating the single room rate and signed by the traveler or authorized campus personnel is acceptable.

[2] Taxes on Lodging

Taxes on lodging are not included in the per diem rates. If actual lodging costs are reimbursed, the amount itemized on the travel claim for lodging should be the total expended for lodging including taxes.

[3] Non-commercial Lodging

The intent of the non-commercial lodging per diem is to reimburse travelers using non-commercial facilities (e.g., travel trailer, motor home, or staying with friends or family members) and should result in an economic benefit for the university. It is intended that the non-commercial lodging rate apply for any overnight stay away from home that does not take place in a commercial lodging establishment and which is provided for the employee.

.270 MISCELLANEOUS EXPENSES

Necessary business-related travel expenses are normally reimbursed. Personal expenses are not reimbursed. EOU establishes the definition of miscellaneous expenses. All miscellaneous expenses must be itemized.

Necessary miscellaneous business-related expenses are not reimbursed using a per diem; rather, if the traveler has incurred a miscellaneous business expense as outlined below, that expense is reimbursable at the actual cost.

[1] Commercial Ground Transportation Normally Reimbursed

Receipt required

- Taxicab
- Airport Shuttle

[2] Checked Baggage

Receipt required

Up to 2 standard-weight bags (standard weight as defined by the airline used)

[a] *Charges for the following may be reimbursed only when approved by authorized institution personnel (receipts required):*

- additional baggage (more than 2 bags)
- overweight baggage

[3] Other Business Related Expenses Normally Reimbursed

Receipt required

- Telephone which includes one long distance call to a family member on the first day of travel and alternating days thereafter; campus policy applies regarding length of call or dollar limits
- Fax
- Internet
- Postage
- ATM cash advance fees, up to the amount charged by the state travel card contract
- Traveler's check fees
- Materials and supplies purchased to meet an immediate business need
- Visa and passport expenses
- Parking
- Tolls
- Lodging taxes
- Energy surcharge

[4] Expenses Not Reimbursed

In general, expenses are not reimbursed unless specifically identified as reimbursable. The following are some expenses not normally reimbursed:

- Home-to-office travel
- Deviations from the most direct and usually traveled route
- Expenses incurred because the employee is accompanied by a spouse/partner or family members

.280 IN-STATE MEALS, INCIDENTAL EXPENSES, AND COMMERCIAL LODGING

[1] Meals and Incidental Expenses

Meals & Incidental Expenses per diem is determined using the federal rate in the IRS's High-Low Substantiation Method. All Oregon cities are currently classified as "low." In-state travel meals and incidental expenses will be reimbursed at the rates and under the terms stipulated in the EOU Travel Summary.

[2] Commercial Lodging

Commercial Lodging per diem is determined using the federal rate in the IRS's High-Low Substantiation Method. All Oregon cities are currently classified as "low." In-state commercial lodging will be reimbursed at the rates and under the terms stipulated in the EOU Travel Summary. Receipts are required.

Portland exception: Lodging for the Portland Metropolitan area will be at actual and reasonable cost (lodging receipts required).

[3] Rate Changes and Timing

The IRS normally revises high-low per diem substantiation rates on a federal fiscal year basis (October 1). When the IRS changes the rates on October 1, employers have an option to continue to use the current rates and begin using the new rates from January 1 through December 31. In these circumstances, the EOU practice is to implement the new rates effective January 1, unless expressly determined to implement at an earlier effective date.

.290 OUT-OF-STATE MEALS, INCIDENTAL EXPENSES, AND COMMERCIAL LODGING

[1] Meals and Incidental Expenses

Meals and Incidental Expenses per diem is determined using the federal rate in the IRS's High-Low Substantiation Method. Cities listed on the Out-of-State (Continental U.S.) High Cost Localities table are classified as "high" cities. All cities not listed on the table are classified as "low" cities. Out-of-state travel meals and incidental expenses will be reimbursed at the rates and under the terms stipulated in the EOU Travel Summary. No receipts are required.

For the day the traveler leaves on a trip, the per diem rate specified for where the traveler will spend the night is used. For the day the traveler returns from a trip, the per diem rate specified for the last location where the traveler stayed overnight is used.

[2] Commercial Lodging

Commercial Lodging per diem is determined using the federal rate in the IRS's High-Low Substantiation Method. Out-of-state commercial lodging will be reimbursed at the rates and under the terms stipulated in the EOU Travel Summary. Receipts are required.

[3] Rate Changes and Timing

The IRS normally revises high-low per diem substantiation rates on a federal fiscal year basis (October 1). When the IRS changes the rates on October 1, employers have an option to continue to use the current rates and begin using the new rates from January 1 through December 31. In these circumstances, the EOU practice is to implement the new rates effective January 1, unless expressly determined to implement at an earlier effective date.

.300 FOREIGN MEALS, INCIDENTAL EXPENSES, AND COMMERCIAL LODGING

Foreign travel comprises travel in foreign countries. It does not include travel in Alaska, Hawaii, Guam, and other U.S. possessions. (For non-foreign travel rates, see Maximum Per Diem Rates Outside the

Continental United States. If any foreign travel is reimbursed at actual cost, show a credit card statement with conversion to U.S. dollars.

[1] Meals and Incidental Expenses

Meals & Incidental Expenses per diem is determined using the federal rate in the Foreign Per Diem Rates by Location, published by the Department of State. (See Foreign Per Diem Rates by Location). No receipts are required.

[2] Commercial Lodging

Commercial Lodging per diem is determined using the federal rate in the Foreign Per Diem Rates by Location, published by the Department of State. (See Foreign Per Diem Rates by Location) The per diem rate includes tax. Receipts are required.

[3] Rate Changes and Timing

The Department of State updates these rates at the beginning of every month. EOU policy is to use the published rates for the period of travel.

.310 NON-CONTINENTAL U.S. AND OVERSEAS NON-FOREIGN AREAS (e.g., Alaska, Hawaii, Guam, and other U.S. possessions)

[1] Meals and Incidental Expenses

Meals & Incidental Expenses per diem is determined using the federal rate in the Maximum Per Diem Rates Outside the Continental United States, published by the Per Diem Committee. (See Maximum Per Diem Rates Outside the Continental United States). No receipts are required.

[2] Commercial Lodging

Commercial Lodging per diem is determined using the federal rate in the Maximum Per Diem Rates Outside the Continental United States, published by the Per Diem Committee. (See Maximum Per Diem Rates Outside the Continental United States) Lodging tax is reimbursed as a miscellaneous expense. Receipts are required.

[3] Rate Changes and Timing

The Per Diem Committee updates these rates once a year or as necessary. EOU policy is to use the published rates for the period of travel.

.320 TRANSPORTATION

Transportation expenses incurred while traveling on official business may be reimbursed. Personal expenses, such as private vehicle repair and maintenance, may not. The following expenses may be reimbursed or paid directly:

- Private-vehicle mileage allowance
- Common carrier fare
- Necessary fees for a taxi, shuttle service, or rental vehicle
- Parking and garage fees

.330 PRIVATE VEHICLES

[1] Authorization to Use Private Vehicle

Travel including business trips in the vicinity of the official station may be authorized in advance subject to campus guidelines.

[2] Passengers in Private Vehicles

An employee carrying passengers while using a private vehicle for business travel must comply with campus rules regarding passengers.

[3] Highway- and Local-Mileage Reimbursement

Mileage for the most direct, usually traveled route may be reimbursed.

[a] Highway mileage

Use standard mileage guides (Oregon Mileage Chart,) odometer/tripometer readings, or online mapping tools (e.g., Mapquest.com). Explain substantial deviations from standard distances or usual routes. When a trip starts, or ends, at the employee's residence, use the shorter of the residence-to-destination and official-station-to-destination distances.

[b] Local mileage

Travel between work places and travel between lodging and restaurants for a traveler's sustenance, health and comfort may be reimbursed, if meals cannot be obtained at the temporary duty or lodging sites. Travel for personal reasons or entertainment may not be reimbursed.

[4] Private-Vehicle Mileage Allowance

See EOU Travel Summary for the mileage allowance for use of a private vehicle on official business.

[5] Employee-Owned Vehicle

Travel may be authorized when it benefits the campus. Expense reimbursement is for use of the vehicle regardless of the number of passengers.

[6] State Insurance on Employee-Owned Vehicles

Employees and agents authorized to use their privately owned vehicles for official business are required to have personal automobile liability insurance to provide the primary coverage for any accidents involving that vehicle.

For additional information, contact the campus risk coordinator.

.340 COMMON CARRIER FARES

Transportation by common carrier is recommended when it is more appropriate and economical than travel by state or private vehicle. Common carriers are usually preferred for out-of-state travel. Actual cost is paid or reimbursed for airline, railroad and bus fares for travel.

[1] Railroads

Reimbursement will be made for the lowest available rail fare (usually coach class). A roomette is allowed when sleeping accommodations are needed due to overnight travel. 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.

[2] Bus Lines

Scheduled or charter buses may be used.

[3] Taxis and Shuttle Services

Taxi and shuttle service is authorized between terminals, lodgings, and work stations.

[4] Airlines

The traveler should use the lowest cost, including all cost factors, flight that meets his/her needs.

[5] Travel Awards and Frequent Flyer Mileage

All employees are required to travel using routes, schedules and airlines that provide the lowest rates and most efficient travel. Because the cost of record-keeping outweighs any monetary benefit, EOU will not recapture airline bonuses awarded employees for frequent flyer miles. Frequent flyer bonuses may be used by employees as they choose unless the terms of a grant or contract require otherwise.

[6] Payment in Lieu of Air Travel

When air travel is appropriate for out-of-state travel, an employee may request in advance to travel by private vehicle in order to combine vacation with official travel. In such a case, an employee may be reimbursed for the following costs associated with air travel between his or her official station and destination:

- The cost of round-trip commercial air fare that would have been incurred. The contract travel agency provides air fare quotes.
- Private vehicle mileage to and from the air terminal that would normally be used for departure.
- Lodging, meal and incidental expenses that the employee would normally incur with air travel

[7] Split Billings

When EOU is paying only a portion of an airline ticket, the travel agency splits the bill. This can occur because the employee is combining business and personal travel, because of budgetary

constraints, or because a third party is paying a portion of the cost. EOU is charged its appropriate portion and the traveler or third party is billed the balance. The travel agency may charge an additional fee for split billings. If the split billing is due to combined personal travel or due to budgetary constraints, the additional fee must be paid by the traveler.

.350 VEHICLE RENTAL

Vehicle rental expenses may be reimbursed. A car, boat, aircraft or other vehicle may be rented when it is the most economical/efficient means of transportation. Receipts are required for vehicle rentals. Rental cars may be used in conjunction with travel by common carrier when use is reasonable and authorized in advance. EOU personnel should rent compact or economy vehicles. Employees are encouraged to use their corporate travel cards when renting vehicles because of the primary Collision Damage Waiver (CDW) coverage provided. Employees should rent vehicles from Hertz Car Rental or Enterprise Rent-a-car, and use the State Contract numbers ((reference the state rate codes under Travel Contracts)

[1] Insurance on Rented Vehicles

The State of Oregon has contracts with Hertz Car Rental and Enterprise Rent-a-car. If the state contract is used, those rental companies provides coverage for rental vehicles if they are to be used exclusively by employees for official business.

At the time of rental the employee or agent should purchase the Limited Damage Waiver (LDW), also known as CDW, if it is available, unless one of the two following methods is used for the vehicle rental (as these two methods already provide LDW coverage):

- *renting with the corporate credit card, and*
- *renting under the state's contract with Enterprise rent-a-car or Hertz Car Rental (reference the state rate codes under Travel Contracts)*

The cost for the LDW is reimbursable.

If the employee or agent plans to travel outside the United States, its territories and possessions, and Canada, the department should contact the campus risk coordinator for help in obtaining the appropriate coverage.

If a rental vehicle is to be used for a mix of personal and business purposes, when an employee rents from an agent other than Hertz Car Rental or Enterprise rent-a-car, or if a non-employee is renting a vehicle, neither the state nor the corporate credit card provides any coverage. The employee's or agent's coverage applies. The employee or agent will want to check with his/her insurance agent to ensure that his/her coverage extends to mixed business and personal usage.

[2] Responsibilities After an Accident

The renter of a vehicle involved in an accident is responsible for immediately reporting the accident to his or her campus.

.360 LOANED VEHICLES

Use of loaned vehicles may be authorized when it benefits the campus. Expense reimbursement is for use of the vehicle regardless of the number of passengers. Some companies may lend vehicles to campuses, departments or individuals for specified purposes. The operator is reimbursed for actual out-of-pocket expenses arising from using the vehicle for official business.

[1] Insurance on Loaned Vehicles

EOU does not provides coverage for loaned vehicles.

For additional information, including the loan agreement form, contact the campus risk coordinator.

.370 STATE-OWNED VEHICLES

Campus and state motor pool vehicles may be used for official state business only. Use of a state vehicle is not authorized when costs are charged to Agency Funds, except for use by Campus Organizations or for other legitimate state business purposes as approved by authorized campus personnel. The department that authorizes a state

vehicle's use is financially accountable for damages and all costs resulting from violations of policies relating to state vehicle use.

[1] Private Use Prohibited

Using a state-owned vehicle for private purposes or allowing another person to do so is prohibited ([ORS 283.395](#)) and punishable, upon conviction, by a fine ([ORS 283.990](#)).

[2] Vehicle Safety Including Authorized Drivers

Campus rules apply subject to guidelines established by [OAR 580-040-0030](#).

[3] Overnight Parking at Employee's Residence

A state vehicle may be kept overnight at an employee's residence when doing so is approved in advance by authorized campus personnel.

[4] Gasoline Purchase

Gasoline is available at state motor pools and designated dealerships by credit card.

.690 CONTACT INFORMATION

Direct questions about this policy to the following offices:

Subject	Contact
General questions from institutional personnel	Accounts Payable Carrie Pollard

.695 HISTORY

03/29/10 - Reformatted and Approved for Fiscal Policy

05/19/10 - Updated

06/16/10 - Updated

07/15/10 – Updated

08/17/11 – Updated

01/01/16 - Updated

Policy Last Updated: 04/21/16