



**Travel Summary &
Procedures** Updated January 1, 2020

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 Travel	39445	39545	39545	39645
Group Travel	39446	39546	39546	39646
Conference Registration	28601 (ALL)			

Meals & Incidental Expenses

*Meals and incidental expenses are combined into a single per diem rate without the necessity for actual receipts. Incidental expenses include but are not limited to fees and gratuities for services, such as for taxi drivers, waiters, and baggage handlers. 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.	\$60.00/day or: Breakfast=\$15.00 Lunch=\$15.00 Dinner=\$30.00
Out-of-State High Per Diem Cities* Involving an overnight stay.	\$71.00/day or: Breakfast=\$17.75 Lunch=\$17.75 Dinner=\$35.50

Foreign Per Diem Rates by Location:

https://aoprals.state.gov/web920/per_diem.asp

Hawaii and Alaska Per Diem Rates:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Out-of-State High-Cost Cities:

<https://www.eou.edu/busserv/files/2012/08/High-Cost-Localities-2019.pdf>

Partial day per diem rates (involving an overnight stay):			
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 to 5:59 PM	6:00 PM and after
Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner

Meal Allowance - One Day Trips:

****Departure & return times are based on a typical 8:00am to 5:00pm work day. If a traveler has a different work schedule, note their schedule on the reimbursement request.**

Departure **before 6:00 AM:** Breakfast portion of per diem allowed

Return **after 7:00 PM:** Dinner portion of per diem allowed

NOTE: Lunch on a one-day trip is NOT reimbursable

Use account code **28502**, overtime meals are taxable

Lodging: The lodging reimbursement rates (excluding taxes) are outlined in the table below

In-State	Up to \$140/night - RECEIPT REQUIRED FOR REIMBURSEMENT
Portland, Oregon	Lodging Reimbursed At Actual And Reasonable Cost-RECEIPT REQUIRED FOR REIMBURSEMENT
Out-of-State Low Per Diem Cities	Up to \$140/night - RECEIPT REQUIRED FOR REIMBURSEMENT
Out-of-State High Per Diem Cities*	Up to \$226/night-RECEIPT REQUIRED FOR REIMBURSEMENT
Conference	Lodging Reimbursed At Actual And Reasonable Cost-RECEIPT AND PROOF OF CONFERENCE RATE REQUIRED FOR REIMBURSEMENT
Non-Commercial Lodging	\$25/night-NO RECEIPT REQUIRED FOR REIMBURSEMENT

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

**Frequently Used
Mileage
La Grande, OR to:**

OREGON

Baker City	44
Bend	271
Boardman	98
Burns	205
Condon	155
Coos Bay	471
Corvallis	340
Cove	16
Elgin	20
Eugene	369
Halfway	95
Hermiston	80
John Day	135
Joseph	72
Milton-Freewater	69
Monmouth	322
North Powder	24
Ontario	115
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	121
Pullman	186
Richland	121
Seattle	328
Spokane	256
Tacoma	359
Vancouver	268
Wenatchee	279
Walla Walla	94

Travel Authorization: Effective 08/2014, pre-authorizations for domestic faculty and staff travel are no longer required. However, for risk purposes, ALL business travel must be approved by the traveler's Budget Authority (either verbally or in writing) and must be documented on the traveler's EOU Google calendar.

[International travel](#) requires a pre-authorization that must be submitted to Accounts Payable at least two weeks prior to departure. All intentional travel must be approved by Risk Management and the purchase of international travel insurance will be required.

Travel Advance Form: If travel money is needed prior to departure on an approved trip a [Travel Advance Form](#) must be completed and submitted to Accounts Payable at least one week prior to departure. Approved travel advances will be issued for up to 80% of estimated out of pocket trip costs and will not be made for less than \$100.

Only one advance per individual may be outstanding at any time. No subsequent advance or reimbursement will be made until a [Travel Requisition Form](#) (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 within 30 days from the conclusion of the trip.

Student Travel: There are specific travel policies and inherent risks related to student group travel. Travel can include athletic trips and contests, field trips or other extra-curricular activities. EOU student travel forms are available at

<https://www.eou.edu/student-affairs/student-travel/>

If you are planning a group event and travel is required, contact Risk Management at 962-3773 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, Lacy Karpilo, Vice President for Student Services, should be notified immediately. Her office number is 541-962-3635. If Dr. Karpilo cannot be reached, contact Lara Moore, Vice President for Administration and Finance. Her office number is 541-962-3773.

Students who travel as employees or officially designated representatives, as determined by Finance and Administration, may be reimbursed for expenses utilizing the above guidelines and rates. Students traveling with clubs or groups should utilize the following guidelines and rates as approved by the Student Fee Committee. Student travel reimbursement is calculated at 55% of the published EOU employee travel reimbursement rate for meals and 90% for lodging:

Food/Meals	\$33/day low-city or \$39/day high-city
Lodging	\$126/night low-city or \$203.40/night high-city
Mileage	\$0.35/mile

Travel Requisition: The [Travel Requisition Form](#) is the settlement form for travel that must be filed immediately upon completion of travel. Travel expenses must be submitted on this form, typed, and approved by the appropriate Budget Authority and sent, along with all receipts and documentation to their Budget Authority for approval.

Documentation: Receipts are required for reimbursement of lodging and miscellaneous expenses. A meeting or conference agenda, email or letter of invitation must be attached to all travel reimbursement requests. This agenda should include dates and times of the conference/meeting and what was included in the conference i.e. meals/banquets. If a meeting agenda is not available, a summary of meeting times should be attached.

Mileage: For any travel occurring on or after January 1, 2020, the reimbursement rate for personal vehicle mileage will be \$0.575/mile. It is EOU policy that travelers use the Oregon State 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 the EOU Travel Policy. Substantial deviations from standard distances or usual routes must be explained in writing. Mileage cannot be claimed in addition to fees for rental and fuel expenses for a rented vehicle.

Airfare: You may use the agency or airline of your choice. Use the most reasonable and cost effective flight available to meet a travelers needs. Airline upgrades or fees for seat selection are unallowable.

- Rented Vehicles:** EOU will reimburse for economy or compact vehicles and mandatory taxes and fees. Other classes of vehicles may be rented for circumstances such as inclement weather conditions, when approved in advance in writing. Vehicle rental reimbursement is limited to the time directly related to University business. Fuel for a rented vehicle will be reimbursed from itemized receipts. Travelers are responsible for fuel fill-up before returning a vehicle to the rental agency. Fuel Service Option (FSO) or Fuel Service Charges (FSC) will not be reimbursed.
- The State of Oregon has contracts with Enterprise/National and Hertz that are available for use by Eastern Oregon University for business travel. When these contracts are used, the car rental company takes full responsibility for the entire risk of loss or damage to the rented vehicle for travel in the US, and the purchase of additional insurance is unnecessary. Travelers must use these contracts when a rental vehicle is necessary. These contracts are only for use by EOU employees or students on official EOU business.
- When booking a rental car, please use the following information:
- Enterprise/National:** Use corporate account number **XZ46WOR** when making reservations over the phone or online at (<https://www.enterprise.com/en/home.html>)
- Hertz:** Use corporate account number of **67309** when making reservations over the phone or online at (<https://www.hertz.com/rentacar/reservation/>)
- Taxi/Shuttle services:** Taxi and shuttle service is authorized between the airport and hotel are an allowable expense, excluding tips.
- Misc. Expenses:** Miscellaneous expenses require itemized receipts, but one expense may be reimbursed up to \$25 without a receipt. Miscellaneous expenses include, but are not limited to, vehicle rentals, taxi fares, bus fares, shuttle fares, 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 with account code 28601.
- Unallowable Expenses:** Non-reimbursable expenses include but are not limited to: airline insurance, seat/vehicle/hotel upgrades, alcohol or mini-bar charges, room service, fees and gratuities for services (waiters, taxi drivers, baggage handlers), personal items lost while traveling, automotive repair, personal entertainment, and travel expenses for companions accompanying the traveler (unless pre-approved in writing).
- One Day Travel:** Meal per diem is not allowed for one-day travel, except under the following circumstances (based on an 8am-5pm work schedule) (taxes may apply):
- When an employee departs two or more hours before their regular shift, breakfast is allowed (taxes apply).
- When an employee returns two or more hours after their regular shift, dinner is allowed (taxes apply).
- Recruitment:** Candidate expenses are reimbursable for personal interviews. Prior approval is required for reimbursement of spouse's travel. Candidate expenses are reimbursed at actual rates and itemized receipts are required. Please see Candidate Travel Summary and Procedures.
- Procurement Cards:** Departmental procurement cards may be used to purchase airfare and conference registrations. Hotel reservations may be made with the procurement card, but the actual bill cannot be charged to the procurement card. Procurement cards should not leave the local area and should not be used for travel expenses. Travelers should pay for their own lodging and travel expenses and then seek reimbursement upon completion of their trip. Travel corporate cards (personal Visa cards) may be obtained through the EOU Accounts Payable office. See [EOU Corporate Card Visa Agreement and Applications](#) or call 962-3377 for details.