EASTERN OREGON UNIVERSITY

Contractor Travel Policy

MEALS

PRORATION of MEAL 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	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	**Prior to Noon**	**12:00 noon to 5:59 PM**	**6:00 PM and after**
Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, Lunch Dinner

Low-City		High-City		Policy
Breakfast	$ 16.00	Breakfast:	$ 18.50	• No meal per diem is allowed on one day trips.
Lunch	$ 16.00	Lunch:	$ 18.50	•See the EOU link below for the current IRS list of high/low cities.
Dinner	$ 32.00	Dinner:	$ 37.00	• If meals are provided at the meeting or event, no meal per diem is allowed. Agendas are required.
Total	**$ 64.00**	**Total**	**$ 74.00**	

LODGING

Low-City		High-City		Policy
Nightly lodging rate:	$ 140.00	Nightly lodging rate:	$ 223.00	• Itemized receipts are required for lodging. • Lodging tax is reimbursed as a misc. expense.

TRANSPORTATION

Mileage Reimbursed at: $0.655/mile	• Mileage can be calculated one of 3 ways: Oregon Mileage Chart, mapping software (e.g. mapquest.com), or actual mileage (from the odometer). See Oregon Mileage chart on the next tab. • Mileage is not reimbursable unless one way trip exceeds 25 miles from origin to destination. • Mileage will not be reimbursed in addition to fuel receipts or costs associated with rental vehicles.
Rental Vehicles	• EOU will only reimburse vehicle rental rates for compact and economy cars and their equivalent green class. EOU will reimburse for liability insurance issued through the vehicle rental company. Other classes of vehicles may be rented for circumstances that are pre-approved by the EOU Accounts Payable office for reasons that include space requirements or inclement weather conditions. Receipts required.
Ground Transportation	• Taxicab, train (coach or business class only), and airport shuttle fees will be reimbursed. Receipts are required if over $25 per item.
Airfare	• EOU will only reimburse actual economy rate airfare, plus mandatory taxes and fees. Receipts required.

OTHER EXPENSES

Incidental Expenses	• Incidental expenses are combined with the meal per diem rate and will not be separately reimbursed. Incidental expenses include, but are not limited to; fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
Misc. Expenses	• The miscellaneous expenses that can be reimbursed include; fuel expenses for a rented vehicle, parking, tolls, lodging taxes, and checked baggage for up to two standard-weight bags. Other miscellaneous expenses can be reimbursed only if approved in advance by the EOU representative. All miscellaneous expenses must be itemized with the exception one allowable expense under $25 per trip.
Unallowed Expenses	• Expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services (e.g., waiters, taxi drivers, and baggage handlers) are not reimbursable.
Hosting Expenses	• If the scope of work in your contract authorizes reimbursement for hosting expenses, all expenses must be authorized prior to incurring costs. Contact EOU Accounts Payable for allowable expenses at 541-962-3838 or at ap@eou.edu.

Travel reimbursement rates are updated annually. Contractor shall be responsible for ensuring that travel reimbursement requests are in accordance with the rates in effect at the time the expense was incurred. The current travel reimbursement rates may be found at http://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/

EOU prefers that requests for travel reimbursement be made by completing the Travel Requisition form.