

**Eastern Oregon University (EOU)  
Candidate Travel Reimbursement Policy**  
Rates Effective January 1, 2017

<b>Meals</b>																	
<p><b>Meal Maximum: \$57/day</b> Breakfast = \$14.25 Lunch = \$14.25 Dinner = \$28.50 Reimbursed at actual cost <b>Itemized receipts required</b></p>	<ul style="list-style-type: none"> <li>Meals will be reimbursed from itemized receipts up to the maximum meal per diem. Non-itemized receipts or credit card slips will not be accepted. Alcohol will not be reimbursed</li> <li>Meal reimbursement may not be claimed if a meal is provided at a hosted function</li> <li>No meal reimbursement is allowed on one day trips</li> <li>The daily meal maximum equals the federal per diem rate using the IRS's <i>High-Low Substantiation Method</i>. All Oregon cities are currently Low Cost Cities</li> </ul>																
<p><b>PRORATION of MEALS for Partial Days Involving an Overnight Stay:</b></p> <p><b>PARTIAL DAY MEAL EXPENSE PRORATION</b> Meal reimbursement for initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>Initial Day of Travel - Leave:</b></td> <td style="text-align: center;"><b>Prior to 7:00 AM</b></td> <td style="text-align: center;"><b>7:00 AM to 12:59 PM</b></td> <td style="text-align: center;"><b>1:00 PM and after</b></td> </tr> <tr> <td style="text-align: center;"><b>Meal Allowance</b></td> <td style="text-align: center;">Breakfast, lunch, dinner</td> <td style="text-align: center;">Lunch, dinner</td> <td style="text-align: center;">Dinner</td> </tr> <tr> <td style="text-align: center;"><b>Final Day of Travel - Return:</b></td> <td style="text-align: center;"><b>Prior to Noon</b></td> <td style="text-align: center;"><b>12:00 noon to 5:59 PM</b></td> <td style="text-align: center;"><b>6:00 PM and after</b></td> </tr> <tr> <td style="text-align: center;"><b>Meal Allowance</b></td> <td style="text-align: center;">Breakfast</td> <td style="text-align: center;">Breakfast, lunch</td> <td style="text-align: center;">Breakfast, lunch, dinner</td> </tr> </table>	<b>Initial Day of Travel - Leave:</b>	<b>Prior to 7:00 AM</b>	<b>7:00 AM to 12:59 PM</b>	<b>1:00 PM and after</b>	<b>Meal Allowance</b>	Breakfast, lunch, dinner	Lunch, dinner	Dinner	<b>Final Day of Travel - Return:</b>	<b>Prior to Noon</b>	<b>12:00 noon to 5:59 PM</b>	<b>6:00 PM and after</b>	<b>Meal Allowance</b>	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner
<b>Initial Day of Travel - Leave:</b>	<b>Prior to 7:00 AM</b>	<b>7:00 AM to 12:59 PM</b>	<b>1:00 PM and after</b>														
<b>Meal Allowance</b>	Breakfast, lunch, dinner	Lunch, dinner	Dinner														
<b>Final Day of Travel - Return:</b>	<b>Prior to Noon</b>	<b>12:00 noon to 5:59 PM</b>	<b>6:00 PM and after</b>														
<b>Meal Allowance</b>	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner														
<b>Hosting</b>																	
<p>EOU will reimburse for one hosted lunch for a candidate and the search chair. Reimbursement to the host is limited to the actual cost of meals and a 15% tip, up to the current per diem rate for two people. Alcohol will not be reimbursed. Original, itemized receipts must be submitted with the Meal Reimbursement Form for Hosting Candidates, which can be found at <a href="https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/">https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/</a> Contact EOU Accounts Payable for questions about allowable expenses.</p>																	
<b>Lodging</b>																	
<p><b>Local Lodging</b> Lodging maximum: \$132 (excluding tax)</p>	<ul style="list-style-type: none"> <li>EOU will pay/reimburse up to two nights lodging for a candidate</li> <li>EOU Human Resources will arrange for local lodging to be billed directly to EOU</li> <li>Room service, internet, phone calls or other or personal purchases will be at the candidates expense</li> </ul>																
<p><b>Out-of-Town Lodging</b> Lodging maximum: \$132 (excluding tax) <b>Itemized receipts required</b></p>	<ul style="list-style-type: none"> <li>EOU will pay/reimburse up to two nights lodging for a candidate, up to the current maximum lodging rate</li> <li>Candidates will arrange and pay for their own out-of-town lodging</li> <li>Taxes on lodging are not included in the lodging maximum rate and are reimbursed as a miscellaneous expense</li> <li>Room service, internet, phone calls or other or personal items will be at the candidates expense</li> </ul>																
<b>Transportation</b>																	
<p><b>MILEAGE, Private Vehicle:</b> Reimbursed at 53.5 cents per mile <b>Receipts not required</b></p>	<ul style="list-style-type: none"> <li>Private vehicle mileage will be reimbursed when it is the most economical means of transportation</li> <li>Mileage for the most direct, usually traveled route may be reimbursed</li> <li>The preferred method of calculating mileage is from the Oregon Mileage Chart at <a href="https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/">https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/</a></li> <li>Mileage between locations not identified on the Oregon Mileage Chart can be calculated from Mapping software (e.g. Mapquest.com)</li> <li>Mileage is not reimbursable unless one way trip exceeds 25 miles from origin to destination</li> <li>Mileage cannot be claimed in addition to fees for rental and fuel expenses for a rented vehicle</li> <li>If economical, an EOU representative may pick up/drop off a candidate at the airport. Reimbursement may be claimed by the EOU representative</li> </ul>																
<p><b>Common Carrier: Airfare, Train, Bus</b> Reimbursed at actual cost <b>Itemized receipts required</b></p>	<ul style="list-style-type: none"> <li>Transportation by common carrier will be reimbursed when it is more appropriate and economical than travel by private vehicle</li> <li>Upon approval from EOU Human Resources, candidates will make their own transportation arrangements, using the lowest cost method that meets their needs</li> <li>Candidates will be reimbursed for economy/coach fare rates, plus mandatory taxes and fees</li> <li>Airfare must be approved by EOU Human Resources and reimbursement is limited to \$700</li> <li>When airfare is the most economical means of transportation, candidates travelling to La Grande should fly into Boise Airport in Boise, ID or Tri-Cities Airport in Pasco, WA. Other airport destinations will be considered on a case by case basis and must be approved in advance by EOU Human Resources</li> <li>Taxi and shuttle service is authorized between the airport and hotel</li> </ul>																
<p><b>Rented Vehicles:</b> Reimbursed at actual cost <b>Itemized receipts required</b></p>	<ul style="list-style-type: none"> <li>Upon approval from EOU Human Resources, candidates will make their own car rental arrangements</li> <li>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 by EOU Human Resources</li> <li>Vehicle rental reimbursement is limited to the time directly related to University business</li> <li>EOU will reimburse for limited damage waiver (LDW or CDW) issued through the vehicle rental company. Other upgrades or optional insurance coverage will not be reimbursed</li> <li>Fuel for a rented vehicle will be reimbursed from itemized receipts. Candidates 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</li> </ul>																
<b>Miscellaneous Expenses:</b>																	
<p>The miscellaneous expenses that can be reimbursed include: fuel expenses for a rented vehicle, parking, tolls and lodging taxes, and checked baggage for one standard-weight bag. Other miscellaneous expenses can be reimbursed only if approved in advance by the EOU representative. <b>Itemized receipts required.</b></p>																	
<b>Non-Reimbursable Expenses:</b>																	
<p>Non-reimbursable expenses include but are not limited to: airline insurance, seat/vehicle/hotel upgrades, alcohol or mini-bar charges, room service, phone calls, internet, laundry or dry cleaning, fees and gratuities for services (waiters, taxi drivers, baggage handlers), lost or overweight baggage, personal items lost while traveling, automotive repair, personal entertainment, and travel expenses for companions accompanying the traveler (unless pre-approved by EOU Human Resources).</p>																	
<p><b>Inquiries should be directed to EOU Human Resources - (541) 962-3548 or <a href="mailto:krevans@eou.edu">krevans@eou.edu</a> - or - Accounts Payable - (541) 962-3856 or <a href="mailto:cpollard@eou.edu">cpollard@eou.edu</a></b></p>																	