

HELPFUL TRAVEL REIMBURSEMENT TIPS

1. **Purpose of Trip:** Be specific about the purpose of the trip. “Attend a conference” is not considered a sufficient explanation.
2. **Itinerary:** Travel reimbursement information must contain:
 - Date and time of departure and place
 - Date and time of return and place
 - ~A copy of the airline itinerary will suffice.
3. **Personal Travel:**
 - **Separate quotes are required for any ticket that includes personal travel** and must be submitted to the departmental travel specialist at the time of booking. In addition, the personal portion must be paid by the traveler at the time of ticket purchase.
 - When combining personal travel with UO business travel, payment will be based on the least expensive and reasonable means of transportation to the business location. Meal and lodging per diem is limited to the business portion of the trip. Generally, the dates of the conference or meeting and one travel day before and after are allowable for reimbursement. Any additional days paid by the UO must be documented with a business purpose.
4. **Per Diem and Lodging:** Indicate if you are not claiming per diem or lodging, or do not want to claim the set UO reimbursement rates.
5. **Conference Reimbursements:** A conference agenda or schedule is required listing dates and places, hotel amounts, registration fees, and meals. If you don't have one, check the web. You cannot be reimbursed for meals listed on the conference schedule, or conference t-shirt, included on registration forms.
6. **Hosting Others:** An itemized receipt is required when hosting others, including proof of payment (such as credit card receipt). Alcohol cannot be reimbursed.
7. **Vehicle Rental:** Exceptions for renting a vehicle other than “compact” or “economy” are listed below. Please submit a copy of the rental agreement along with your explanation. Always submit a copy of the rental agreement to your travel specialist.
 - Three or more persons riding in the vehicle
 - The State of Oregon Enterprise Rent A Car Contract is used (intermediate size allowable)
 - Transporting large amounts of business equipment
 - Severe weather conditions and terrain
 - Medical conditions – contact Office of Affirmative Action for pre-approval
8. **Reimbursement Form:** Once your travel reimbursement form has been submitted to you for your approval and signature, check it carefully for any discrepancies or errors.

Travel Agency Numbers

Away Travel	687-2250	Toll Free -- 800-242-292	Holly, Kerry, and Stacey Holly: hcomstock@azumano.com , Kerry: kerryk@azumano.com , Stacey: staceyk@azumano.com
Premier Travel	747-0909	Toll Free -- 800-853-0909	Doug: doug@premiertrav.com
Ambassador Travel	685-2631	Toll Free -- 800-237-1353	Kathie Stallard: kstallard@jbatravel.com Kathy Conner: kconner@jbatravel.com
River City Travel	503-280-5446	Toll Free -- 866-907-7754	Joe: joe@travelpdx.com

Specific travel information can be found on the UO web site at: <http://baowww.uoregon.edu/traveladministration.htm>.