



SEA GRANT - TRAVEL REFERENCES SHEET

Meals: Meals and incidental expenses are *generally* reimbursed at a per diem rate without the necessity for actual receipts. However, meals that are part of a conference registration package, or included in meetings must be deducted from the meal per diem.

Meals & Incidental Expenses Per Diem Rates			
Oregon and Out-of-State Low Cost Cities	Breakfast = \$13 \$52.00/day	Lunch = \$13	Dinner = \$26
Link to recent per diem rates for US States and locality rates: http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us			
Link to recent per diem rates for international localities rates: http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign			

Mileage: Private vehicle mileage reimbursement rate is **\$0.575/mile** (Reference only cost subject to change)

SAVE MONEY RENT A CAR	Mileage	verses	Rental Car Cost
Newport, OR – Corvallis, OR R/T	106 @ \$0.575= \$60.95		\$33.04 per day (plus fuel) Estimated total \$43.00
Newport, OR – Portland, OR/PDX	134 @ \$0.575=\$77.05		\$33.04 per day (plus fuel) Estimated total \$55.00
Portland, OR/PDX - Newport, OR	134 @ \$0.575=\$77.05		\$47.96 per day (plus fuel) Estimated total \$67.00

Rental Cars:

ENTERPRISE Rent-A-Car - USE the direct portal for reservations through:

My OSU Portal – Employee tab – Third Colum - Enterprise Car Rental (Link below)

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=OREGSPLA

Provide your department index code, activity code (if applicable) and business centerUABC

Lodging: See below when working w/ Marlene or Maureen. If you normally go through someone at UP for travel, check with them regarding paying for lodging. To have your lodging paid with the Department P-Card. Request the card from the P-Card custodian (Marlene Jasperson), you will need to provide your travel documentation e.g.; travel authorization for (out of state/country), conference registration, email with travel justification. After you make your reservation, contact the hotel and request a Credit Card Authorization form. Give the form to the P-Card custodian to complete and fax back to the hotel.

Airfare:

Teels Travel -**For reservation: 541-758-0808 Toll free: 1-800-824-1028 E-mail: travel@travel-planners.com**

Azumano Travel – **For reservation: 541-757-9792 Toll free: 1-800-334-2929 E-mail: azcorvallis@azumano.com**

The agency will provide airfare options. Once you have chosen a flight, contact the agency to begin the reservation process by providing your airfare travel authorization contact information, (Sea Grant travel approver's are Maureen Collson or Cathy McBride). The airfare departmental approver are then sent an e-mail requesting approval. The ticketing process will not be complete until the agency has received a confirmation back from the approver.

Out of State Travel Authorization:

Include your Index and Activity Code on your authorization, type it in the Purpose of trip section.

Link to out of state form: <http://extension.oregonstate.edu/employees/employee-resources/forms/travel-authorization>

FOREIGN Travel Authorization:

Once approved by your department, email the completed form to: OPAA - jenny.hayden@oregonstate.edu and Cc your approver.

Link to Foreign travel: <http://fa.oregonstate.edu/files/Baff/faa/foreigntravelauthorization.pdf>

Travel Reimbursement Entry System (TRES):

Complete the online form and submit for processing, then mail or scan and email your receipts/documentation.

Link to TRES user guide: <http://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/Baff/Travel/tres-userguide.pdf>

Link to TRES: https://adminfo.ucsdm.oregonstate.edu/prod/hwpktrvl.P_Combo