UO Travel Reimbursement on Duck Web

Log into DuckWeb

Click Employee Information

Click Create Travel Reimbursements

Then click Create a Travel Reimbursement

**Traveler ID:** Enter your 9-digit UO ID number and submit

Your **name and home address** will populate

Indicate if you are a non-resident alien

**Trip Identifier:** enter beginning date of your trip and the destination

Enter the **business purpose** for the trip. The nature of the trip needs to be described in detail for each destination. A description of the activity should be specific and mention the research topic, paper title, and the like. Please explain anything out of the ordinary. This is also a place to include any information that will be helpful in processing your reimbursement. If there is something you need to explain about your trip, please do it here. In particular be specific about any personal days included in the trip. The departmental travel certifier will delete anything that should not be forwarded to the travel office. Basically – your best opportunity to get the reimbursement processed without delay is to put in more information rather than less. We will assist with that by determining what should or should not be kept in the text.

**Itinerary:** For Depart time and Return time use the time you left your home and the time you returned home. This can be up to 2 hours different than your flight times. The travel office will return any document that has flight times for departure and arrival.

**From Date** is the first day of your trip. **To Date** is the last day of your trip. The city and state is your destination city – that is, where you will be sleeping (lodging) not necessarily the airport city. If you will have multiple stops enter the dates for each section of the trip. Dates cannot overlap so use the date of the first and last night for each section.

For example: Your trip is from 2/10 – 2/20 during which time you will be in 2 different locations. You leave Eugene on 2/10 arriving at place “A”; on 2/14 you travel to place “B” returning to Eugene on 2/20. Enter as follows:

- 2/10 to 2/13 Place “A”
- 2/14 to 2/20 Place “B”
It is true that you may be paid at a higher or lower per diem meal rate on your travel days but the “logic” is that all per diem rates for a day are based on where you sleep – not where you might eat.

The state field requires the 2-digit state abbreviation. For international travel, spell out the city and country name. (UK does not work for United Kingdom) If you stayed in a conference hotel please check that field. If you are claiming per diem for meals check that field. Enter the hotel rate.

Click **Create Itinerary** and the system will create a daily log with daily per diem and hotel charges. Please delete any meal if it was provided by the conference, meeting, or hotel.

Meals and incidental expenses are reimbursed at per diem rates. Continental breakfast is not considered a meal.

**Private Auto Mileage**: Mileage is reimbursed at $.51 per mile. Travel to the Eugene Airport is allowed. If a family member has to take the traveler to the airport a RT can be included. The mileage chart will complete the number of miles allowed for most common destinations. For these trips leave the miles field blank as the system will calculate miles for you.

Example: To the Eugene airport enter “from” as Eugene and “to” as Eugene Airport; click Rnd Trip check box. If you are uncertain if your destination is on the system table, please click “Mileage Chart” for a complete listing.

**Airfare**: To seek reimbursement for airfare, the receipt must show the traveler’s name, complete itinerary/dates of travel, ticket number and payment information.

If the traveler is combining personal travel with business travel, a comparison airfare quote is required.

If you are **attending a conference** the travel reimbursement must include a copy of the conference/meeting brochure, email, or letter of invitation showing the agenda, dates of the conference and what meals were included. All receipts must be originals.

**Other expenses include:**
- Taxi/shuttle/train
- Airline baggage fees
- Parking fees
- Car rental
- Internet connection
- Conference registration fees
- Or anything not otherwise covered above