Travel Quick Reference for Guest to UO

Airfare

- Tickets should be purchased through a multicarrier site such as Expedia, Orbitz, Priceline, etc. If ticket is purchased from a specific carrier site (such as United) a comparison matrix from a multicarrier site is required. The lowest reasonable price will be reimbursed.
- First class airfare not allowed under any circumstances.
- Federally funded grants must use US flag carriers per the Fly America Act.
- Comparison airfare quotes are required when combining business and personal travel, adding additional days for cost saving purposes, and when using non-direct routes – this is most common when people arrive or leave from some other place than Eugene including PDX.
- On rare occasion all flights into or out of Eugene may be sold out. If you or your traveler are unable to get a flight because there are no seats available on the travel day, please ask Teri or the department travel coordinator to get a confirmation from one of the university contracted travel agencies, or through other travel office approved means, before making other arrangements. This is essential for reimbursement.

Transportation by Personal Car

- When driving for personal reasons, if airfare in lieu of mileage is most economical it should be used.
- Mileage expenses not reimbursed on a borrowed vehicle, gas receipts ok.
- Must have personal automobile liability insurance to provide primary coverage.

Transportation by Rental Car

- Compact or Economy car rate normally required.
- LDW is required.
- Other types of insurance are not reimbursable.
- Actual cost of gasoline may be reimbursed
- When driving for personal reasons, if airfare in lieu of mileage is the most economical it should be used.

Meals

- 1st day, 100% per diem if before 7am.
- 1st day, lunch & dinner - 7am to 12:59pm
- 1st day, dinner - 1pm and after.
- Last day, 100% per diem if after 6pm
- Last day, breakfast and lunch - 12 noon to 5:59pm
- Last day, breakfast prior to 12 noon
- Breakfast and/or dinner may be paid on a one day trip based on the hours worked.
- No per diem will be paid for meals provided by host(s).
Lodging

- Lodging receipts are required for all commercial lodging. The maximum that can be reimbursed is the per diem rate.
- No overnight lodging if traveler's home base is within 50 miles.
- Taxes on lodging may be reimbursed as a miscellaneous expense, when claiming per diem, for the continental US, Hawaii, Alaska, and US Possessions.

Miscellaneous Expenses, Normally Reimbursed

- Taxi fares (no tips).
- Bridge/ferry tolls & parking fees.
- Airline baggage fees with explanation for more than 1 bag.

Miscellaneous Expenses, not Reimbursed

- Deviations from most direct route, unless justified.
- Expenses related to spouse or family member accompanying traveler.
- Insurance on airfare or car rental insurance other than LDW.
- Tips/gratuity.
- Laundry.

Travel Reimbursement Documentation/Receipts

- Cannot be filed before the trip is complete, should be filed in a reasonable period of time. (IRS defines reasonable as 60 days)
- Must be signed by someone in department authorized to sign.
- Original receipts required, copies only allowed with justifications in rare situations.
- Credit card receipts usually not accepted unless it shows itemized purchases.
- Receipts not required for meals claimed at per diem rates.
- Receipts required for lodging.

Independent Contractors (This includes guest speakers)

- Travel Expenses paid by contractor, reimbursement made by UO.
- Lodging Expenses paid by UO directly to vendors.