

OREGON INSTITUTE OF TECHNOLOGY TRAVEL REIMBURSEMENT RATES

Effective January 1, 2018

INSTATE MAX. PER-DIEM (All Oregon cities)

Meals & Incidental Expenses		\$57.00 (includes gratuities & fees for waiters, baggage handlers, etc.)
Breakfast (25%)		\$14.25
Lunch (25%)		\$14.25
Dinner (50%)		\$28.50
Lodging (Tax not included)		\$134.00

OUT OF STATE MAX. PER-DIEM

	<u>Low</u>	<u>High</u>
Meals & Incidental Expenses	\$57.00	\$68.00
Breakfast (25%)	\$14.25	\$17.00
Lunch (25%)	\$14.25	\$17.00
Dinner (50%)	\$28.50	\$34.00
Lodging (Tax not included)	\$134.00	\$216.00

Incidental expenses include gratuities & fees for waiters, baggage handlers, etc. HIGH rates only apply to High Cost Location Table, located on the OIT website. *If the link does not open, copy and paste in your browser.

<http://www.oit.edu/docs/default-source/business-affairs-documents/travel/travel-high-localities-2017.xlsx?sfvrsn=6>

NON-COMMERCIAL LODGING PER-DIEM

\$25.00 (All locations) - No written receipt necessary.

FOREIGN PER-DIEM including Alaska, Hawaii, and other U.S. POSSESSIONS:

Meals & Incidental Expenses	\$ varies (Local Meal Rate + Local Incidental)
Lodging INCLUDING taxes	\$ varies (Lodging)

Use the following link:

http://www.defensetravel.dod.mil/Docs/perdiem/browse/Allowances/Per_Diem_Rates/Text_Only/OCONUS-Overseas/2018/ovs18-01.pdf

*If the link does not open copy and past it on your browser.

MEALS ON 1 DAY TRIPS (No overnight stay)

Federal Regulations state: All meals claimed on a 1 Day trip are taxable. (Charge to 28502)

Breakfast eligibility requires **travel begins PRIOR to 7 am.**

Lunch is *not* provided unless

- ~ Traveling as an OUS board member or as an *unpaid* advisory committee member.
- ~ A meal at a convention, conference, or meeting is *part* of the agenda.
- ~ Directed or required to attend mealtime business or public relation meetings.
- ~ Student group and/or athletic team.

Dinner eligibility requires **travel concludes AFTER 6 pm**

PARTIAL MEAL ELIGIBILITY (With overnight stay)

On Day Trip Starts

Breakfast/Lunch/Dinner eligibility requires trip start *PRIOR* to 7 am.

Lunch/Dinner eligibility requires trip start *PRIOR* to 1 pm (after 7 am).

Dinner eligibility requires trip start *PRIOR* to 7 pm (after 1 pm).

On Day Trip Ends

Breakfast/Lunch/Dinner eligibility requires travel concludes *AFTER* 6 pm.

Breakfast/Lunch eligibility requires travel concludes *AFTER* 12 pm (prior to 6 pm).

Breakfast eligibility requires travel concludes *BEFORE* 12 pm.

MISCELLANEOUS EXPENSES

Includes (Not limited to)

- ~ Lodging tax
- ~ Faxes
- ~ Airport shuttle
- ~ Vehicle rental
- ~ Limited personal calls (1 call ≤ \$6.00 or 3 minutes, to a family member *every other day*)
- ~ All business related phone calls
- ~ Business related Internet access
- ~ Taxi fare and ground transportation
- ~ Parking and Toll charges

Reimbursement

All misc. expenses must be itemized under "Other Expenses" on the OIT reimbursement form.

OIT REQUIRES ORIGINAL RECEIPTS FOR MISC. EXPENSES OVER \$25.00 PER ITEM in total.

CONDITION / EXCEPTION:

- **OIT REQUIRES original detailed lodging receipts.**
- When staying at a conference site, lodging is at *actual*, but reasonable cost. Meals remain at per-diem allowed for locality.
- Lodging tax is claimed as a separate misc. expense (under "other expenses") **except** foreign lodging where tax is included in per diem.
- Meal deductions are required if meals are provided or included in a registration fee, etc.

VEHICLE REIMBURSEMENT

Personal Vehicles

***ALL Personal Vehicle use mileage will be reimbursed at the current IRS mileage rate of \$0.545 per mile for business travel.**

Use OUS Highway Mileage Chart for mileage between Oregon cities. An additional 20 miles per day may be reimbursed for vicinity mileage. If the city cannot be found on this list, or for calculation of vicinity mileage between points, go to <https://www.mapquest.com/> and select shortest distance method of calculation.

Rental Vehicles (use of rental vehicles while on official university business is highly encouraged)

Using Contract agreement with Enterprise & Hertz:

Enterprise via OIT online web site booking is direct billed to OIT. Hertz via 541-882-0220 is booked and direct billed to OIT. Traveler is to submit an authorized copy of their reservation upon booking, and submit a detailed copy of the rental agreement along with any gasoline receipts with their travel reimbursement invoice.

Using another rental agency:

Traveler pays the rental costs and submits the detailed receipt for reimbursement when a vehicle is not available through the contract agency.

Car Class:

Compact or Standard cars are used, **unless** three or more employees are in the same vehicle.

COMMERCIAL AIR TRAVEL

Commercial airline tickets can be purchased from any travel site. If traveling outside of the U.S., it is highly recommended to book travel with CTM; 1-877-564-1095. This is due to unknown travel delays and/or cancellation. CTM representatives will be able to assist no matter where your location may be. The travel agency purchases tickets at the lowest price plus a service charge. Purchases are billed directly to OIT monthly. **AN AIRFARE QUOTE MUST BE ATTACHED IF ANY PERSONAL TIME IS TAKEN DURING THE BUSINESS TRIP. THE AIRFARE QUOTE MUST SHOW WHAT THE COST WOULD HAVE BEEN FOR BUSINESS ONLY DATES OF TRAVEL. QUESTIONS SHOULD BE DIRECTED TO THE TRAVEL AUDITOR.**

Payment in Lieu of Air Travel

When air travel is appropriate for out of state travel, an employee may request to travel by personal vehicle. When **approved in advance** of travel, employee may be reimbursed the cost of the round trip airfare that would have been incurred for commercial air travel per the quote provided by the contract travel agency. Additional expenses for meals and lodging due to the time required to travel by car are not reimbursed.