

How will *YOU* get there?



***OHSU TRAVEL HANDBOOK***



## **INDEX**

Travel Office

Travel Rates

Latest Travel Dates (Discoverer Report)

Travel Policy

Prior to Travel

When Travel has been completed

Domestic Travel by Car

Domestic Travel by Train or Plane

    When Trip Has Been Completed

How to Reserve a Rental Car

How to Make Transportation Reservations

Travel Advances

Transportation - Automobile

    Rental Car

    Rental Car Usage Guidelines

    Class of Service Rental Car

    Preferred Rental Car Providers

    Authorized Rental Car Drivers

Rental Car Insurance

    Rental Car Accidents

    Rental Car Reimbursement Requirements

Conference Registration

Travel Agencies

## Meals

- Class of Service - Meals

- Personal Meals

- Business Meals

- Alcohol

Meal Reimbursements –Actual and Per Diem

Parking, Telephone, Gifts – International Travel, Gratuities

Miscellaneous Reimbursable Expenses

Non-Reimbursable Expenses

Ground Transportation

## Lodging

- Class of Service – Hotels

- Hotel Reservations

- Hotel Cancellations

- Hotel Personal Expenses

Lodging (continued)

- Lodging Per Diem

- Hotel Reimbursement Requirements

## FAQ'S

- What is the purpose for tracking hotel lodging?

- How do I prepay lodging for a visitor to OHSU?

- How do I process travel reimbursements paid for employees through payroll?

- How long does it take to process Travel Reimbursements?

- Is it necessary to send a completed Travel Authorization or Intent to

Travel

- form to the Travel Desk?



## Travel Office

### **Mary Justice, Sr. Manager Central Disbursements**

2525 SW First Ave., ADP Plaza Suite 201  
Mail Code AD201  
Portland, OR 97201-4753  
Tel: 503-494-4714 Fax: 503-494-2151

### **Summary of Services**

- Processing Travel authorizations and travel reimbursements

### **Contacts**

	<u>Title</u>	<u>Phone</u>	<u>Fax</u>
Diana Sherman	Travel Auditor	503-494-2164	503-346-6836
Mary Justice	Sr. Manager Central Disbursements	503-494-4714	503-494-4973



## Travel Rates

### Mileage and Per Diem Rates

#### Mileage

- 1/1/09 to 12/31/09 is reimbursed at .55 cents per mile
- 1/1/10 to 1/1/11 is reimbursed at .50 cents per mile
- 1/1/11 to present is reimbursed at .51cents per mile
- 7/1/11 to present is reimbursed at .555 cents per mile

#### **Reimbursable Mileage**

Reimbursable mileage is the number driven *in excess of* the number of miles involved in the individual's daily commute (round trip) for work. This calculation applies even in cases where the individual does not normally drive to the primary work location: e.g., the individual typically uses public transit for the round-trip commute.

This calculation does *not* apply if the individual drives to a place other than the usual work site on a non-normal workday. In this case the total mileage is reimbursable.

#### Meal Per Diem:

- **US:** Breakfast \$11.00, Lunch \$16.00, Dinner \$29.00, or receipts for actual meal costs.
- **Foreign:** See Individual Cites at [the State Department Website](#)  
Use the meals and incidental expense column (M&IE)



## **Latest Travel Updates**

### ***\*\*\*Important Reminder:***

***If you have old travel forms printed out please discard them and use the most current forms.***

### **Travel Reimbursements:**

To verify processed travel payments for employees,  
please review your Discoverer Report –

***DISCODW HRDW Employee Labor Distribution Summary by GL period.***

## **Prior to Travel**

Ask the traveler to complete the [pre-travel worksheet](#). This work sheet is for your internal department use only. A completed worksheet will provide you with the information you need to make all of the necessary travel arrangements.

## **When Travel Has Been Completed**

Ask the traveler to complete the [post-travel worksheet](#). This work sheet is for your internal department use only. A completed worksheet will provide you with the information you need to complete a travel reimbursement with ease.

## **Domestic Travel by Car**

### **Prior to trip:**

1. No preauthorization is required .
2. Reserve a rental car if required.
3. Make lodging reservations if requested using traveler's credit card. See the lodging section of the Travel Procedures document.
4. If purpose of travel is to attend a conference, register the traveler for the conference. See the Conference Registration section of the Travel Procedures document.

### **When trip is completed:**

1. Submit reimbursement form including required receipts. See Travel Reimbursement Form Instructions. If required receipts are missing, include missing receipt form.
2. Retain copy of reimbursement and accompanying papers for three years.

(2) Information contained on the expense report and in the attached documentation is accurate and in accordance with this policy.

(3) The expenditure is charged to the proper account.

(4) The travel expense meets applicable sponsor guidelines.

#### **4. Responsibility of OHSU Department Travel Coordinators**

Department Travel Coordinators shall verify that agency ticketing has occurred for their travelers and shall promptly cancel unwanted reservations.

#### **5. Responsibility of Travelers**

A Travelers are responsible for effective trip planning and to assure OHSU funds are prudently spent

B Airfare shall be ticketed through the corporate contracted agency unless:

(1) Traveler is not an employee and it is agreed, in advance, that the traveler will personally obtain a ticket at an acceptable price to the department and be reimbursed by OHSU; or

(2) The department is satisfying a sponsored project agreement, which may require some utilization of certified small businesses; or

(3) A savings can be realized through alternative sources.

D. Non-OHSU agency ticketing will be reimbursed after the completion of the trip.

E. Travelers are responsible for paying for their various travel expenses via credit card or arranging for a travel advance up to thirty (30) days prior to travel. Advances are not available to non-employees.

F. Meals are reimbursed at a per diem rate or based on actual itemized receipts. Methods cannot be combined during the same trip. Domestic travel meals are based on the OHSU per diem rate found at: [www.ohsu.edu/finance/travel/index.shtml](http://www.ohsu.edu/finance/travel/index.shtml) while foreign travel meals follow the Federal Guidelines per city location as found at [www.state.gov/m/a/als/prdm/](http://www.state.gov/m/a/als/prdm/). Except as the President or OHSU policy provides otherwise, alcohol costs shall not be reimbursed.

G. The mileage reimbursement rate for use of a personal vehicle shall be equal to the federal rate at the time of travel as found at [www.irs.gov](http://www.irs.gov) local mileage between work places may be reimbursed if not served by OHSU provided alternative transportation means or as otherwise approved by the applicable fiscal authority.

H. Incremental travel costs for companions of the traveler will not be paid by OHSU, except in the case of the spouse of a job recruitment candidate if a second interview is requested by the department.

I. Insurance and collision damage waivers offered through rental car agencies for business travel in the Continental United States, Alaska, Hawaii and Canada should not be accepted and are not reimbursable because they are redundant of insurance coverage provided by OHSU. Insurance in foreign countries other than Canada is recommended and the cost is reimbursable.

J. All travelers must submit an accounting of all travel expenses incurred upon the completion of the trip. Employee travelers must review and sign their own Travel Reimbursement requests. Travelers may not authorize reimbursement as their own fiscal authority.

## **6. Responsibility of Central Financial Services (CFS)**

A. Central Financial Services (CFS) shall maintain a business expense reimbursement arrangement that meets specific conditions of the IRS Qualified Plan Rules, as well as the guidelines of other regulatory agencies. Designation as an IRS Qualified Plan will insure that payments made for travel advances and reimbursements will be considered non-taxable for the business traveler.

B. Accounts Payable shall promptly reimburse authorized business travel costs that are properly documented and approved within the guidelines of OHSU policy.

C. CFS may provide forms, protocol and other procedures deemed necessary or convenient to carry out this policy.

## **7. Exceptions**

The Comptroller may authorize an exception to this policy on a case-by-case basis when to do so will, in the judgment of the Comptroller, be cost effective or better advance OHSU's interests.

---

### **Background:**

### **Related policies, procedures and forms:**

- **Policy No.06-20-000, Fiscal Authority**
- **Policy No 06-60-001, Travel and Expenses of Non-University Employees**
- **Policy No. 06-60-015, Moving Expenses**

**Responsible office: Corporate Financial Services**



## **Domestic Travel by Car**

### **Prior to trip:**

1. No preauthorization is required.
2. Reserve a rental car if requested.
3. Make lodging reservations using Pcard Plus or traveler's credit card. See the **Lodging section** of the Travel Procedures document.
4. If purpose of travel is to attend a conference, register the traveler for the conference. See the **Conference Registration** section of the Travel Procedures document.

### **When trip is completed:**

1. Submit reimbursement form including required receipts. See **Travel Reimbursement Form Instructions**.
2. Retain copy of reimbursement and accompanying papers for three years.

## **Domestic Travel by Train or Plane**

### **Prior to Trip:**

1. Ask traveler to complete **pre-travel worksheet** and make reservations. See **How to Make Transportation Reservations.**
2. If traveler requires a travel advance, complete a Advance Request form. See the **Travel Advances Section** of the Travel Procedures document.
3. Email form if advance is requested to OHSU travel office at [travel@ohsu.edu](mailto:travel@ohsu.edu)
4. Reserve a rental car if requested.
5. Make lodging reservations if requested using traveler's credit card.
6. If purpose of travel is to attend a conference, register the traveler for the conference. See the **Conference Registration Section** of the Travel Procedures document.

### **When Trip is Completed:**

1. Submit reimbursement form including required receipts. See **Travel Reimbursement Form Instructions, OHSU Travel Form, Example Travel Form.** If required receipts are missing, include a **Missing Receipt Form.**
2. Retain a copy of reimbursement and accompanying papers for three years.

## **How to Reserve a Rental Car**

1. Call Azumo Travel at 866-291-0460 to reserve a rental car.

**-OR-**

1. Call the Barbur Blvd. Branch Enterprise at 503-977-7700. Hours are 7:30a.m. – 6:00p.m. M-F and 9:00a.m. – 12:00 noon Saturday.
2. Announce that you are calling from OHSU and want to reserve a vehicle.
3. Traveler has the option of:
  - Having the vehicle delivered and picked up on campus.
  - Having Enterprise pick them up at an off-site location (including home).
  - Picking the vehicle up themselves at the nearest Enterprise location.
4. Instruct traveler to provide Enterprise with a driver's license and OHSU ID or business card. Traveler can opt to:
  - Have rental costs charged to his/her credit card and request reimbursement from the department.
  - Give Enterprise the department mail code at the time of rental and request direct billing.
5. Instruct traveler NOT to purchase rental car insurance. Travelers are covered under OHSU's travel and accident insurance policy while travelling on business. Following return of the vehicle, if direct billing was requested, Enterprise will send the invoice directly to the

department. Department fiscal authority will write “OK to pay”, account string information and signature on the invoice and fax or mail to Accounts Payable, AD220.

See the **Rental Car Section** of the Travel Procedures document.

## How to Make Transportation Reservations

1. Contact OHSU's contracted travel agency (Azumano Travel) at 866-291-0460 or go online to: [www.azumano.com/ohsu](http://www.azumano.com/ohsu). When making a reservation either by calling Azumano Travel directly or using their new online tool, you will be required to supply a Travel Authorization Number, an Alias that the reservation should be charged to and an object code. Travel Authorization Numbers can be requested by completing the **Request for Batch of Travel Authorization Numbers form** available at: <http://ozone.ohsu.edu/financial/travel/index.shtml>

### Object codes for travel are:

- **6311D** for domestic travel
- **6311F** for foreign travel
- **6319** for Recruitment Non-Employee
- **6321** Moving Expense – Non-taxable

\*\* For Clarification on Domestic/Canadian vs. Foreign travel please visit <http://grants2.nih.gov/grants/policy/nihgps2001/partiia4.htm#Travel>

Once your trip has been booked a confirmation of your reservation will be faxed to you.

If you choose to make your reservations through the Azumano online tool, follow the steps in the Self Registration guide to register yourself as well as any other employees that you coordinate travel for. The link to the Self Registration Guide is:

<http://www.azumano.com/ohsu/ORSelfReg.PDF> .

For step-by-step instructions on how to create a personal profile or make a travel reservation, refer to the Quick Reference Guide at: <http://www.azumano.com/ohsu/ORQRG.PDF> .

There is also an online tutorial available for your convenience, which offers further guidance for using the Azumano online tool. Once you're registered in the Azumano online tool, navigate to the Travelport home page, on the left hand side of the screen click on the online tutorial option.

**Note:** Employees are not required to make air and rail reservations through OHSU's contracted travel agency. Employees are encouraged to use other resources such as the internet if a cost savings can be realized.



## **Travel Advances**

A travel advance is available from Accounts Payable **within 30 days of departure.** Advances are restricted to OHSU employees who:

- Require cash to cover the cost of incidental out-of-pocket travel expenses such as taxis, meals, and tips where use of the credit card is not possible or practical.

Travel expenses charged to personal credit cards or paid out-of-pocket will not be reimbursed in advance

All travel advances must be substantiated upon completion of the trip. Detailed receipts associated with a travel advance and any additional out-of-pocket expense receipts must be submitted along with the Travel Reimbursement form.

One advance is allowed per trip, and one advance can be outstanding for a traveler at any one time. The advance amount requested should be the minimum necessary to cover anticipated expenses. Advance amounts for meals are limited to 75% of the total per diem allowance.

To obtain a travel advance, the traveler must complete a Travel reimbursement Form and submit it to the OHSU Travel Office. Department accounts will not be charged for advances until expenses are substantiated upon completion of travel. The advance will be included in the employee's following bi-weekly paycheck.

**According to IRS guidelines, travel expenses must be substantiated with 60 days following the trip. If that does not occur, the entire advance will be expensed to the department or project and OHSU is required to consider the travel advance as taxable income to the employee. The traveler will be contacted 15-30 days prior to this action.**



## **Transportation – Automobile**

### **Rental Car Usage Guidelines:**

Travelers may rent a car for business travel when driving is more convenient and less expensive than airline or rail travel or it is necessary to transport equipment or materials.

Travelers may rent a car at their destination when it is the most convenient or least expensive mode of transportation. Expensive rental rates and parking costs, in addition to the lack of available parking, generally makes vehicle rental in large cities impractical. Alternative modes of transportation such as taxis and airport or hotel shuttles should be given first consideration.

All employees renting cars must comply with all rental agency requirements such as listing driver(s) on the rental agreement, age restrictions, location or state of operation, etc., as well as all state and local laws governing operation of a motor vehicle. Violations of any requirement of the law (driving under the influence, traffic violations, careless or reckless driving) are the employee's personal liability.

## **Class of Service - Rental Car**

Travelers are required to use economy (sub-compact), compact or mid-size cars. Travelers are responsible for daily rental costs in excess of the approved class code. In certain circumstances (number of individuals traveling together) an exception to this limit may be authorized, but it must be explained in writing and submitted with the Travel Reimbursement Form.

## **Preferred Rental Car Providers**

Use of contracted rates is highly encouraged, and is available through the travel agency or by contacting the OHSU Contracts or Travel departments.

## **Authorized Rental Car Drivers**

**(All of the following information is subject to review and edit by Risk Management)**

All individuals who intend to drive the rental vehicle must be listed on the rental agreement for insurance purposes.

## **Rental Car Insurance**

Only OHSU employees and students, who are renting vehicles for OHSU business purposes, are covered under the OHSU insurance plan. Spouses, friends, and other non-employee listed drivers are covered only under insurance provided by the rental company or under the driver's personal insurance. Cost of this insurance is not a reimbursable expense.

Per travel policy, insurance and collision damage waiver costs offered through rental car agencies for OHSU business travel | the

continental United States, Alaska, Hawaii and Canada are not reimbursable. This coverage is not necessary.

### **Rental Car Accidents**

In the event of an accident involving another vehicle, or other property damage, during business travel, it is the responsibility of the traveler to exchange the typical information with the other driver(s). This exchange will include personal insurance information. OHSU will assume the insurance coverage and administrative coordination required upon notification of the accident to the Risk Management Department.

### **Rental Car Reimbursement Requirements**

The original car rental agreement receipt is required for reimbursement with record of payment.

## Conference Registration

Conference registration should be made using the Corporate Purchasing card or the travelers credit card when possible. If the traveler paid the vendor by credit card or check, reimbursement can only be processed after completion of travel. Please include a copy of the registration information and record of payment (copy of registration receipt)

If charges will be paid from a grant, please check with the department of Sponsored Projects Administration for prior authorization of expenditure.

The cost of excursion/entertainment offered at an additional fee as part of a conference is considered a personal expense and is not reimbursable.

## Travel Agencies

The OHSU contracted travel agency for government fares is Azumano Travel. Four agents work with OHSU departments to provide quality service and the lowest available costs their network can provide. Azumano's government office is located in Vancouver, W A.

For reservations:

Phone (866) 291-0460,

Fax (800) 713-5432 or (360) 253-9664,

Internet: <http://www.azumano.com/ohsu>

Regular travelers should complete a personal profile with Azumano to ensure all pertinent details are met in the reservation process.

In-depth procedures for working within Azumano Reservation and Ticketing guidelines can be found in the Travel Coordinators Handbook on the Azumano/OHSU site mentioned above, and on the OHSU Travel web page: "How to Make Transportation Reservations"

## MEALS

### Class of Service – Meals

Travelers should purchase meals at reasonably priced standard class restaurants. Travelers may elect to be reimbursed for personal meals based on actual expenses within the meal rate guideline or a per diem basis (see below for a more detailed explanation). Traveler must select the method for reimbursement (actual or per diem) and apply it to the entire trip. Mixing reimbursement methods for the same trip is not allowed.

### Personal Meals

Personal meals are the meal expense of the traveler on a business trip.

### Business Meals

Business meals, while traveling on University business, are meals taken with colleagues, donors, etc., during which specific business discussions take place. Employees will be reimbursed for business meal expenses based on reasonable actual cost. Written explanation identifying date, place, specific purpose of the meal, persons in attendance and business relationship must accompany the Travel Expense Report for reimbursement of this type of an expense.

In order for a business meal reimbursement to be non-taxable to the traveler, this information must be supplied as required by IRS publication 463. Meals in conjunction with events such as speaking events, or seminars, etc., can be reimbursed with documentation. Expenses for guests without business purpose will not be reimbursed.

### Alcohol

The cost of alcoholic beverages is not a reimbursable travel expense. Travel expenses are included in the indirect cost rate calculation for Grants and, therefore may not include alcohol. Unless specifically provided for in an award, federal regulations prohibit OHSU from reimbursing any expenditure for alcoholic beverage with federal funds.

### Meal Reimbursement Requirements- Actual

Reimbursement for meals is on the basis of actual and reasonable cost.

Meal claims must be itemized by date, meal and actual amount (Including tip). An original, itemized receipt is required. Restaurant tear tabs are not a valid receipt.

If all or a portion of the meals are covered by a conference registration fee, it is expected the traveler will adjust spending accordingly.

### Meal Reimbursement Requirements - Per Diem

Reimbursement on a per diem basis is the payment of a flat sum to cover meal and incidental expenses each day in lieu of a statement of actual cost.

Travelers who use a per diem allowance do not have to substantiate each meal expense but they must demonstrate that the trip occurred with a receipt such as an airline receipt or hotel folio, that indicates the dates of travel.

The meal per diem amount is based on Federal Travel Regulation guidelines in effect and varies by city. Per diem rates are available by accessing the World Wide Web at the following locations:

For U. S. cities:

Meal Per Diem: Breakfast \$11.00 Lunch \$ 16.00 Dinner \$29.00.

For foreign cities:

<http://www.state.gov/m/a/als/prdm/>

Business Meals with Others while Traveling. Business meals are defined as meals with faculty, staff, students, donors, or other external parties during which specific documented business discussions take place. Travelers must exercise fiscal responsibility when choosing restaurants. High-end establishments must be avoided unless circumstances dictate that such a choice is appropriate, as when conducting University business with a major donor or foreign dignitary. Excessive meal costs that are not substantiated with a business purpose will not be reimbursed.

## **Parking**

Travelers who park personal vehicles at the airport while on OHSU business must park at the most economical parking area available. Short Term parking for trips overnight is not allowed.

## **Telephone**

Travelers are encouraged to request and use the OHSU Telephone Calling Card to charge non-cell phone calls while traveling on OHSU business. The Calling Card provides OHSU with reduced access charges on local and long distance calls, and can be used for both business and personal calls in accordance with the OHSU travel policy. The application form for the Calling Card is available at: <http://ozone.ohsu.edu/itg/caps/accs.shtml>

Reasonable actual expenditures including those necessary to make travel arrangements, communicate with the office and to call home once every other day will be reimbursed. Reasonable judgment should be applied to the appropriate length of time for the type of telephone call.

Travelers will not be reimbursed for the use of an air phone except in the case of an emergency or extenuating circumstance.

## **Gifts - International Travel**

Social customs relative to travel in some foreign countries is often very different from practices within the U.S., and travelers should make themselves aware of the customs. In countries where small gifts or trinkets are expected to be received by the host, the expense of these items will be reimbursed (within reason) with an explanation accompanying the Travel Expense Report.

## **Gratuities**

Travelers will be reimbursed for reasonable gratuities. Gratuities for meals should be included as part of the cost of the meal. Meals reimbursed using the per diem allowance method already include the tip amount. All other tips should be reported as "Miscellaneous" on the Travel Expense Report and should be accompanied by a brief description, i.e., porter, bellhop, etc.

## Other Reimbursable Expenses

- Baggage handling/storage
- Laundry/Valet: For trips in excess of five days
- Tolls and parking
- Business Communications such as telephone, telegram, fax, copy services and similar charges
- Gasoline for rental cars
- Passport fees, visa application fees currency conversion fees, and fees for required shots when required for international business travel
- Tips and Incidentals: Up to 20% at restaurants; \$1.00 per bag to porter - maximum reimbursement, average of \$5 per travel day. Original receipts are required for all incidental expenses.

## **Non Reimbursable Expenses**

Travelers will not be reimbursed for the following miscellaneous expenses:

- airline club membership dues
- alcohol
- auto repairs
- barbers and hairdressers
- childcare services
- clothing or toiletry items
- credit card annual fees, delinquency fees, or finance charges
- first class airfare (unless medically required)
- frequent flyer tickets
- hotel safety deposit box(safe)
- insurance – rental vehicle for domestic travel
- loss or theft of cash advance money
- loss or theft of personal funds or property
- lost baggage
- luggage or briefcases
- medical expense while traveling
- membership fees for any travel "cost-reduction" programs
- movies and video games
- "no show" charges for hotel or car service
- medication
- parking ticket or traffic violations
- personal automobile routine maintenance/tune-ups
- personal entertainment, including sporting events
- personal property insurance
- pet care
- reading materials including magazines, newspapers and books
- saunas or massages
- shoeshine
- souvenirs or personal gifts
- spouse/dependent travel
- travel agency processing fees
- vacation – expenses related to personal days before, during or after a business trip

Requests for reimbursement of expenses not in compliance with this policy requires the additional approval Chief Financial Officer



## Flights

Who is allowed to purchase first/business-class airfare?

The standard rule is that all airfare purchases must be economy class, but there are a few exceptions — if you think you qualify for an exception, you must get advanced approval before purchasing first/business class airfare. The four exceptions that may make you eligible for approval are as follows:

- Traveler has a health issue documented by a doctor
- The only seat available on the flight is first class, and the traveler must be on that flight
- Flight is for overseas travel
- Another entity will reimburse the department for the airfare. Written confirmation from the other party is required

### **Ground Transportation**

The most economical mode of transportation should be used to and from air, bus and rail terminals. Transportation to and from airports is provided free by many major hotels. Public transportation and shuttle services should be considered. Employees traveling to the same location should share ground transportation whenever possible.

Use of a private sedan or car service will be reimbursed with a valid business purpose.

## **LODGING**

### **Class of Service - Hotels**

Travelers should use standard room accommodations at non-luxury hotels at the single occupancy rate. When investigating lodging costs, the traveler should inquire about educational or corporate discounts.

When traveling to a conference, it is appropriate to stay at one of the hotels hosting the conference. Every effort should be made to obtain conference rates when possible.

### **Hotel Reservations**

Use of a Credit Card is the simplest method for making reservations. Hotels will reserve a room using the credit card number and usually provide the traveler with a confirmation number for record keeping purposes. The credit card will generally not be charged until the end of the traveler's stay.

### **Hotel Cancellations**

It is the traveler's responsibility to notify the hotel to cancel a room reservation. Travelers should remember that cancellation deadlines are based on local time of the destination hotel. Travelers should request and record the cancellation number in case of billing disputes. Except under extenuating circumstances, travelers will not be reimbursed for "no show" charges. A detailed explanation should accompany the reimbursement request when "no show" charges are reflected.

### **Hotel Personal Expenses**

Most personal expenses incurred while traveling will not be reimbursed (refer to section entitled Other Travel Expenses). These include but are not limited to:

- in-room movies, video rentals
- child care
- in-room alcoholic beverages
- recreational activities, health clubs
- pet care

### **Lodging Per Diem**

Reimbursement for lodging is primarily made on the basis of actual expenses incurred. However, special circumstances, such as foreign countries where receipts are difficult to obtain, may warrant the use of a lodging rate per diem. Refer to the Federal State Department website at: <http://www.state.gov/m/a/als/prdm>. Foreign currency should be converted to US Currency on reimbursements forms.

### **Hotel Reimbursement Requirements**

The original detailed hotel bill (folio) is required for reimbursement of lodging expenses. Personal expenses should be labeled on the hotel bill and not be claimed on the Travel Reimbursement.

If the hotel bill indicates the number of guests as more than one and the expenses are not split accordingly, the business purpose of the guest will need to be explained or the cost differential (i.e.: single vs. double room) should be adjusted. Small hotel/motel and bed & breakfast lodging often do not provide an itemized bill. The receipt from the establishment and record of payment will be accepted for reimbursement.