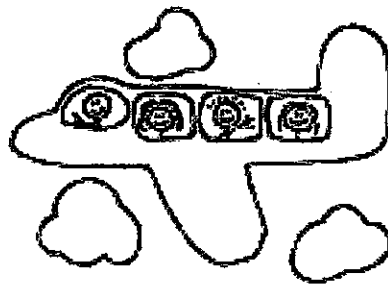




OHSU TRAVEL HANDBOOK



INDEX

1. Travel Office
2. Travel Rates
3. Latest Travel Dates (Discoverer Report)
4. Travel Policy
7. Prior to Travel
 - When Travel has been completed
8. Domestic Travel by Car
9. Domestic Travel by Train or Plane
 - When Trip Has Been Completed
10. How to Reserve a Rental Car
11. How to Make Transportation Reservations
12. Travel Advances
13. Transportation – Automobile
 - Rental Car
 - Rental Car Usage Guidelines
 - Class of Service – Rental Car
 - Preferred Rental Car Providers
 - Authorized Rental Car Drivers
14. Rental Car Insurance
 - Rental Car Accidents
 - Rental Car Reimbursement Requirements
15. Conference Registration
16. Travel Agencies
17. Meals
 - Class of Service – Meals
 - Personal Meals
 - Business Meals
 - Alcohol
18. Meal Reimbursements – Actual and Per Diem
19. Parking, Telephone, Gifts – International Travel, Gratuities
20. Miscellaneous Reimbursable Expenses
21. Non-Reimbursable Expenses

- 22. Ground Transportation
- 23. Lodging
 - Class of Service – Hotels
 - Hotel Reservations
 - Hotel Cancellations
 - Hotel Personal Expenses
- 24. Lodging (continued)
 - Lodging Per Diem
 - Hotel Reimbursement Requirements
- 25. FAQ's
 - What is the process for tracking hotel lodging?
 - How do I prepay lodging for a visitor to OHSU?
- 26. FAQ's (continued)
 - How do I process travel reimbursements for employees paid through payroll?
 - How long does it take to process Disbursement Requests and Travel Reimbursements?
 - Is it necessary to send a completed Travel Authorization or Intent to Travel form to the Travel Desk?
- 27. Travel Reimbursement Form Instructions
- 28. Travel Form
- 29. Disbursement Request Form
- 30. OK To Pay Lodging
- 31. Request for Batch of Travel Authorization Numbers
- 32. Lost/Stolen/Destroyed Check Form
- 33. Missing/Lost Receipt Waiver Form



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	503-494-3299
Mary Justice	Sr. Manager Central Disbursements	503-494-4714	503-494-4973



Travel Rates

Mileage and Per Diem Rates:

Mileage:

- Rate as of 1/1/07 is reimbursed at 48.5 cents per mile.
- Rate as of 1/1/06 is reimbursed at 44.5 cents per mile.

Meal Per Diem:

- **US:** Breakfast \$10.00, Lunch \$15.00, Dinner \$26.00, or receipts for actual meal costs.
- **Foreign:** See Individual Cities 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. The standard Travel Authorization Form must be submitted prior to departure for business trips that require air or rail ticketing. Reservations made through the OHSU contracted agency, whether for employees or non-employees, cannot be ticketed without submission of a completed Authorization Form to Accounts Payable.

C. 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 alternate sources.

D. Non-OHSU agency ticketing will be reimbursed to the purchaser 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, while foreign travel meals follow the Federal Guidelines per city location as found at 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. 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 of their own expenses as the 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



Prior to Travel

Ask the traveler to complete the **pre-travel worksheet**. This worksheet 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 worksheet 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 requested.
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**
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 Disbursement Request form. See the **Travel Advances section** of the Travel Procedures document.
3. Fax disbursement form if advance is requested to OHSU travel office at 4-2151.
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 has been 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 **missing receipt form**.
2. Retain copy of reimbursement and accompanying papers for three years.

How to Reserve a Rental Car

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

-or-

1. Call the Barbur Blvd. Branch Enterprise at 503-977-7700. Hours are 7:30am - 6:00pm M-F and 9:00am - 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); or
- 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, or
- give Enterprise the department mailcode 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 traveling on business.

Following return of the rental 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 on-line to www.azumano.com/ohsu . When making a reservation either by calling Azumano Travel directly or using their new on-line 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/nihgps_2001/part_IIa_4.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 on-line 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 person profile or make a travel reservation refer to the Quick Reference Guide at <http://www.azumano.com/ohsu/ORQRG.PDF>

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

Request repayment for charges (including airfare tickets or hotel payment/deposits) that have been paid for in advance by a personal VISA. Payment must be in the form of a **TRAVEL ADVANCE** and must be reconciled on the travel reimbursement form once travel is complete.

Travel expense disbursements other than conference registration fees made to a traveler prior to a trip must be issued in the form of a travel 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 Disbursement Request 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 within 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

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 drivers 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 in 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 traveler's credit card when possible. If the traveler paid the vendor by credit card or check, reimbursement may be processed via Disbursement Form prior to travel or via the OHSU Travel Reimbursement form upon completion of travel. Please include a copy of the registration information and record of payment (copy of registration receipt, copy of detailed credit card statement or copy of the front and back of the canceled check).

Payments other than Conference Registration Fees made to traveler prior to travel must be processed as a **Travel Advance** via the OHSU Disbursement form.

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 is Azumano Travel (since Aug. 1998). 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, WA.

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 and travel preferences are met in the reservation process.

In-depth procedures for working within Azumano Reservation and Ticketing guidelines can be found in the Travel Coordinator's 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 expenses 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 costs. 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 beverages with federal funds.

Meal Reimbursement Requirements - Actual

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

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 \$10.00, Lunch \$15.00, Dinner \$26.00.

For foreign cities:

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

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.

Miscellaneous Reimbursable Expenses

Travelers will be reimbursed for the following miscellaneous expenses incurred while on University business travel:

- baggage handling/storage
- business office expenses (fax, copy services, telegram/telex, etc.)
- business phone calls
- gasoline for rental cars
- inoculations required for international travel (See section for International travel)
- laundry (if duration of the trip exceeds 5 days)
- maps
- overnight delivery/postage
- parking and tolls
- phone call home (once every other day)
- tips
- visa/passport/consulate fees

Non-Reimbursable Expenses

Travelers will not be reimbursed for the following miscellaneous expenses:

- **airline club membership dues**
- **alcohol**
- **auto repairs**
- **barbers and hairdressers**
- **child care services**
- **clothing or toiletry items**
- **credit card annual fees, delinquency fees, or finance charges**
- **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 expenses 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**

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.

Frequently Asked Questions

Travel FAQs

Q: What is the process for tracking hotel lodging?

A: To better track hotel lodging for visitors/speakers/new employee house hunting, etc., the Travel Department within Central Financial Services will now require departments to submit the "OK TO PAY Lodging" form with each lodging invoice submission. This form is used for "direct pay" to hotels only.

A link to the form can be found under Forms and Resources.

Q: How do I prepay lodging for a visitor to OHSU?

A: To prepay lodging for a visitor to OHSU please contact purchasing (4-1500) and they can assist you in setting up direct payment to hotels. It is important to notify the hotel that the invoices need to be sent directly to your department for accounting information and then they are sent to AP for payment. A completed disbursement form, confirmation information, business ID and accounting information are necessary for processing.

**Q: How do I process travel reimbursements for employees paid through payroll?
Travel Reimbursements Paid through Payroll**

A: Effective Jan. 1, 2006, travel reimbursements and advances will be processed through Payroll and will be included in the employee's biweekly pay. Travel reimbursement, advance payments and conference registration fees will appear on the employees statement of earning as a separate line item under Expense Reimbursement. The payments will not be taxed and therefore not appear on the employees W-2. The forms for requesting these types of payments remain the same. In addition to saving costs for OHSU, we hope this change will be more convenient for employees. If you have any questions, e-mail Susan Bryan or Mary Justice.

Note:

In order to enter reimbursements into payroll we need to have the employee ID number. The travel forms have been updated to include a space for that information. If you have old travel forms printed out please discard them and use the updated form.

Q: How long does it take to process Disbursement Requests and Travel Reimbursements?

Answer:

For non-employees:

Please allow 5 working days for processing Travel Disbursements and Reimbursements, and mail delivery time.

For employees:

Accurately completed forms received in the travel office by 9:00 AM the Friday after payday will be processed for payment on the following weeks pay run

Is it necessary to send a completed Travel Authorization or Intent To Travel form to the Travel Desk?

A: It is no longer necessary to send a completed Travel Authorization or Intent To Travel Form to the Travel Desk. It is recommended the department complete the Travel Authorization or Intent To Travel Form and retain within their department for insurance

Travel Reimbursement Form Instructions

CHECK REIMBURSEMENT BOX AT TOP OF FORM AND ENTER AUTHORIZATION NUMBER

- (1) Traveler's name, working title, home address & social security number or employee ID if employee.
- (2) Date of departure, departure city, departure time, arrival time and arrival city
- (3) Date of return, departure city, departure time, arrival time and arrival city
- (4) Purpose of travel (to give a presentation, to attend a conference?)
- (5) Most trips will be for business only. If so, type all business in the "business time begins" field. If not all business, complete all fields as appropriate.
- (6) Include additional explanation for any unusual circumstances.
- (7) If traveler used private car, check the private car box, fill in the amount of miles traveled and multiply the amount of miles by 44.5 cents per mile as of 1/1/06. Please check webpage for any updates.
- (8) If traveler will be used a rental car or ground transportation check box. If traveler paid for the rental car, fill in the amount paid and attach receipt. For ground transportation, fill in amount paid and attach receipts.
- (9) If traveler used OHSU contracted air travel, leave blank, but attach receipt. If traveler paid for air travel, check box at top of form for non-contracted travel, fill in the amount paid and attach receipt.
- (10) Traveler will be reimbursed for meals not provided during the trip. Traveler may be reimbursed using the per diem rate OR submit receipts for actual costs, but not both.
- (11) If traveler paid for private car parking, fill in amount paid. If over \$10, attach receipt.
- (12) If registration was paid by department, leave blank. If registration was paid by traveler, fill in the amount paid and attach receipt.
- (13) Fill in the number of nights, room rate plus taxes and amount paid. Attach receipt.
- (14) Fill in any other reimbursable expenses
- (15) Form will total automatically.
- (16) Fill in full accounting string for amounts to be charged to a non-project or non-grant account. If only a project or grant account is being used, leave blank.
- (17) Fill in amount if traveler received any advance. Otherwise, leave blank.
- (18) Fill in full accounting string for amounts to be charged to a project or grant account. If no project or grant account is being charged, leave blank.
- (19) Form will total automatically.
- (20) Fill in traveler's name, and have traveler sign and date.
- (21) Fill in fiscal authority's name and have him sign and date.
- (22) Fill in your name as the preparer, your mail code, phone and the date

Note: Travel Authorization must be filled out completely regardless of who is reimbursing traveler for expenses.

TRAVEL FORMS - OHSU

Authorization Number:

REIMBURSEMENT

Mail code: AD220

Airfare to be arranged by the traveler or their department through Azumano Travel @ Phone (866) 291-0460, Fax (800) 713-5432.

*** ALL INFORMATION IS REQUIRED TO BE PROCESSED***

NAME: TITLE:

ADDRESS: New

Non-employee: SSN: EMP ID:

ITINERARY	DATE	DEPART LOCALE	DEPART TIME	ARRIVAL TIME	ARRIVAL LOCALE	

PURPOSE OF TRAVEL:

BUSINESS TIME BEGINS: BUSINESS TIME ENDS:

PERSONAL TIME BEGINS: PERSONAL TIME ENDS:

COMMENTS/SPECIAL ARRANGEMENTS:

DESCRIPTION--Receipts will be required.

DESCRIPTION--Receipts will be required.							\$ AMOUNT
<input type="checkbox"/> Private Car	Number of Miles:	<input type="text"/>	@ \$0.485 per mile				\$0.00
<input type="checkbox"/> Rental Car, Taxi, Shuttle							
Air Travel	For REIMBURSEMENTS enter a cost ONLY when reimbursing the traveler.						
Meals	Per diem :	Breakfast @ \$10	Lunch @ \$15	Dinner @ \$26	or actual receipts total \$ >>		\$0.00
Parking							
Registration Fee	For REIMBURSEMENTS enter a cost ONLY when reimbursing the traveler.						
Lodging	# of nights	<input type="text"/>	Room Rate & Taxes	<input type="text"/>			\$0.00
Other Expense (explain)							
Other Expense (explain)							

DEPARTMENT'S ALIAS AND FULL ACCOUNTING STRING IS REQUIRED

TRIP COST >>

\$0.00

ALIAS (8)	FUND (4)	ORG (5)	MISSION (2)	OBJECT (4)	PROGRAM (3)	PROVIDER (4)	LOCATION (3)	\$ AMOUNT
Less Advance	0151	00001	01	1574	000	0000	000	

USE THIS BLOCK FOR PROJECTS/GRANTS

Enter a negative number in the amount column with a minus sign.

ALIAS (8)	PROJECT	TASK	AWARD	ORGANIZATION	EXPENDITURE TYPE	\$ AMOUNT

PRINTED NAME

SIGNATURE

NET DUE >>

\$0.00

TRAVELER	<input type="text"/>	<input type="text"/>	DATE:	<input type="text"/>
PRINCIPLE INVESTIGATOR	<input type="text"/>	<input type="text"/>	DATE:	<input type="text"/>
FISCAL AUTHORITY	<input type="text"/>	<input type="text"/>	DATE:	<input type="text"/>
DEPT. HEAD	<input type="text"/>	<input type="text"/>	DATE:	<input type="text"/>
TRAVEL DEPT	<input type="text"/>	<input type="text"/>	DATE:	<input type="text"/>
CONTACT PERSON	<input type="text"/>	<input type="text"/>	DATE:	<input type="text"/>
		MAIL CODE:	PHONE:	DATE:

Print Form

form: travel 07.0427

**DISBURSEMENT REQUEST
OHSU
ACCOUNTS PAYABLE, AD220**

D #

Name and Address	Today's Date
	Vendors Number:
	Date Required:
**SSN or Tax ID number (Required)	Net Check Amount

CHECK DELIVERY: Mail to Payee(s) Send to BH Cashiers PAO

Purpose of Payments:

* Fund (4)	*Org (5)	*Mission (2)	*Object (4)	Program (3)	Provider (4)	Location (3)	Debit Amount

PROJECTS/GRANTS

Project	Task	Award	Organization	Expenditure Type	Debit Amount

Fiscal Authority Printed Name and Signature	Phone & Department:
Prepared by Printed Name and Signature	Phone & Mail Code:
CFS Approval:	CFS Approval Date:
SPA Approval Printed Name and Signature	SPA Approval Date:

* Required use fund, org, mission, object
* Required SSN/TIN

OK TO PAY - LODGING

PLEASE INCLUDE THIS FORM WITH EACH LODGING INVOICE

DATE: _____

FOMOPPL ACCOUNT: _____

POETA ACCOUNT: _____

VENDOR: _____

INVOICE #: _____ **INVOICE DATE:** _____

AMOUNT TO PAY: \$ _____

FISCAL AUTHORITY: _____

Name

Phone

Signature

Date

CONTACT PERSON: _____ **PHONE:** _____

MAIL CODE: _____

NAME OF TRAVELER: _____

PURPOSE OF STAY: _____

- 1st INTERVIEW**
- 2ND INTERVIEW**
- HOUSEHUNTING**
- TEMPORARY HOUSING**
- GUEST SPEAKER**
- PATIENT/RESEARCH SUBJECT**
- OTHER** _____

OHSU

Corporate Financial Services, Travel Office, AD225

Fax: (503) 494-3299, Phone: (503) 494-2164

REQUEST FOR BATCH OF TRAVEL AUTHORIZATION NUMBERS

Submit this completed form to the Travel Office to request a batch of Travel Authorization numbers.

Please check here for authorization numbers to be sent to the Department Travel Contact as well as the Department Director.

Department Director _____

Department Travel Contact _____

Ext. _____

List department alias and number of authorization numbers you would like per alias. For your convenience, you can also attach a list with this information.

Alias	# Requested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I would also like to receive access to the Azumano I-Bank reports to track travel expenses charged to my department aliases. _____ Yes _____ No.

I understand that the travel authorizations numbers will be used in lieu of submitting a travel authorization form to the travel office. The numbers will act as authorization to the employee to book an OHSU business trip through Azumano Travel either by calling directly or using their new on-line service. In addition, I understand that any foreign travel charged to a sponsored project requires contacting Sponsored Projects Administration for approval to ensure the travel has been authorized by the Sponsor and is in compliance with Federal regulations.

Dept. Director Signature _____

**OREGON HEALTH &
SCIENCE UNIVERSITY**
3181 SW Sam Jackson Park Road, AD 220
Portland, OR 97201-3098 Fax (503) 494-2151
Central Financial Services

**STATEMENT
FOR OBTAINING PAYMENT OF A LOST, STOLEN OR DESTROYED CHECK
(PLEASE PRINT)**

(I) (We) _____ of
Payee Name (Individual or Company)
_____, in the city of _____
* (Address on check)
state of _____, state that (I am) (We are) the lawful
(State) (Zip Code)
payee of original OHSU check number _____, dated _____,
in the sum of \$ _____ from Oregon Health & Science University. This
check has been _____ and has not been paid.
(Lost, Stolen, Destroyed)

(I) (We) provide this statement to obtain from the OHSU Accounts Payable Dept., Oregon Health & Science University, a duplicate check for same amount as that of the original.

**(I) (WE) UNDERSTAND THAT IF THE ORIGINAL CHECK IS FOUND, IT MUST BE
RETURNED IMMEDIATELY TO THE OHSU ACCOUNTS PAYABLE OFFICE,
P.O. BOX 572, AD-220, PORTLAND, OR 97207-0572.**

(Signature of Payee, Owner or Legal Representative) (Title, if Legal Representative)

(Date)

* If your address has changed or is different from the one used on the check, please provide us with this updated information. Same as above

Correct Address

Company Name or Payee

Address

City, State, Zip Code

MISSING RECEIPT WAIVER

HOTEL RECEIPTS:

I have lost/did not receive a hotel receipt. I stayed at _____

on the night/s of _____.

Room rate _____.

Number of people in room _____.

OTHER RECEIPTS:

I have lost/did not receive a receipt, and do not have a canceled check for \$ _____,
Which was paid for my:

_____ airline

_____ parking

_____ luncheon/banquet

_____ registration

other, please explain: _____

I certify that the above cost is the actual amount paid.

Signature _____ Date _____

TRAVEL
OHSU
ACCOUNTS PAYABLE AD220

ADVANCE

CONF. REGISISTRATION

Name and Address					Dates of Trip/Conf.		
					Vendors Number:		
SSN (Required if not OHSU employee or vendor # unknown)					Employee ID number (Required if OHSU employee)		
Purpose of Payments:							
Fund	Org	Mission	Object	Program	Provider	Location	Debit Amount
PROJECTS/GRANTS							
Project	Task	Award	Organization	Expenditure Type	Debit Amount		
Fiscal Authority Printed Name and Signature						Phone & Department:	
						Phone & Mail Code:	

To request a travel advance, submit a Travel Advance disbursement request form. Provide the purpose of the advance, dates of travel, and department or grant expense account information. When a travel advance is issued, it is not initially charged to your specified expense account, but it is instead charged to an employee receivable account so that it can be tracked and have clear visibility.

All travel expenses must be documented with travel reimbursement forms and detailed receipts, even if the expenses exactly equal the amount of an advance received. When documentation is received, departments or grants are charged for the actual, total travel expenses. If the travel expenses exceed the amount of an advance, the employee will receive the balance due on his next paycheck. If the travel expenses are less than the amount of an advance, the amount owed to OHSU will be deducted from the employee's next paycheck.

In the event that an employee who has received a travel advance does not substantiate his trip expenses in a timely manner, the total amount of the advance will be charged to his department or grant expense account and added to the taxable income of the employee.