

OSU Travel Reimbursement

****All fields required in this section.**

Name:	<input type="text"/>	Mailing Address:	<input type="text"/>
OSU ID	<input type="text"/>	Purpose of Travel: (If applicable include name of conference and dates attended)	<input type="text"/>
Department:	<input type="text"/>		
Contact Phone Number:	<input type="text"/>		
E-mail:	<input type="text"/>		
Affiliation:	<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Student <input type="checkbox"/> Other		
US Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, include I-94)		
Travel Advance Obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Return form to :
 Arts & Sciences Business Center
 2042 Cordley Hall
 Corvallis, OR 97331-2904

-Attach all original itemized receipts.
-Note any expenses paid directly by OSU and personal travel combined with business travel.
-Reimbursements must be claimed within 60 days of return.

Miscellaneous

Airfare?	<input type="checkbox"/> Paid by Dept.	<input type="checkbox"/> Paid by Traveler	If airfare is paid by traveler, include: OSU contracted agency quote, flight itinerary, and proof of payment.
Registration?	<input type="checkbox"/> Paid by Dept.	<input type="checkbox"/> Paid by Traveler	
Shared Lodging?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, who?	<input type="text"/>		

Auto Mileage

Date	Departed From	Arrived At	Miles	Rnd Trip?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Date	Time	Itinerary	B	L	D	Lodging
		Depart From	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Return To	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date	Expense Description	Currency (if other than USD)	Expense Amount
		Total	
		Index/Activity	

List locations where spending the night. Check box for meal per diem and lodging. (Attach additional pages if necessary)

Per Diem Tables:
http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us
Travel Reimbursement Policy:
<http://oregonstate.edu/fa/manuals/fis/411>