

COLLEGE OF BUSINESS -- Travel Planning

[Routing: Faculty Member-Department Chair-Faculty Services]

Traveler's Name _____ Telephone _____ Date _____
 Meeting/Conference _____
 Location _____ Date(s) _____

Estimated Costs:

Registration	\$ _____	Mileage (.505/mile)	\$ _____ PDX: 100mi, Eug: 37mi
Airfare	\$ _____	Motor Pool vehicle*	\$ _____
Lodging	\$ _____	Taxis, shuttles, etc.	\$ _____
Meals	\$ _____	Parking	\$ _____
Other	\$ _____	Specify _____	

*If planning to use a Motor Pool vehicle, please make sure you have submitted a Driver Authorization form to the Motor Pool prior to making reservations.

Funding: State Account No. _____ Foundation Account No. _____

Purpose of Travel: Present paper Other [specify below]

Significance of event

Itinerary:

Example:

4/10/02	0700 – 0800	Corvallis to Eugene to San Francisco
4/11-12		In San Francisco
4/13	1745 – 1900	San Francisco to Eugene to Corvallis

I will miss _____ class/classes. They will be covered by _____

Traveler's Signature

 Date

Approval Signature

 Date

Approval name (printed)/title

Comments

Rates, effective 4/1/08

In-State

Per diem	45 daily
Breakfast	\$11.25
Lunch	\$11.25
Dinner	\$22.50
Max lodging	\$107 pre-tax

Out of State

Per diem	\$45.00
Breakfast	\$11.25
Lunch	\$11.25
Dinner	\$22.50
Max lodging	\$107 pre-tax

High cost localities - out of state

Per diem	\$58
Breakfast	\$14.50
Lunch	\$14.50
Dinner	\$29
Max lodging	179 pre-tax

for a list of high cost localities, see:http://www.ous.edu/cont-div/fasom/sec11/high_localities.010108.xls

for foreign localities meal and lodging per diems, see: <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

*private vehicle mileage:

April 1, 2008: \$.505/mile

Maximum mileage to Portland airport: 100 miles

Maximum mileage to Eugene airport: 37 miles