

## College of Business Travel Arrangement Guide

*Please note the following guidelines are intended for individual travelers. Group travel has different travel guidelines.*

### College of Business- Business and Engineering Business Center (BEBC) Travel Contact

Travel arrangements are processed through the BEBC-COB. The Travel Contact may be contacted at any stage for assistance and will work with you to ensure that all reservations and travel related payments are made according to university policy and in a timely manner for the Traveler's travel needs.

Contact order for travel	Name	Phone	Email
Primary	Sandy Saunders	541-737-3997	<a href="mailto:Sandy.saunders@oregonstate.edu">Sandy.saunders@oregonstate.edu</a>
Backup 1	Jim Nightengale	541-737-6633	<a href="mailto:Jim.nightengale@oregonstate.edu">Jim.nightengale@oregonstate.edu</a>

### Introduction

The recommended method for paying travel costs is to direct bill them to an OSU index. The following arrangements may be direct billed if reserved in advance:

Direct Bill Travel Costs	Added Benefits
Airfare	<ul style="list-style-type: none"> <li>Discounted rates from state contracts</li> </ul>
Enterprise rental car	<ul style="list-style-type: none"> <li>Discounted rates</li> <li>Insurance coverage included</li> <li>Rental cars may be picked up and dropped off at Portland Airport</li> </ul>
HUT Airport Shuttle	<ul style="list-style-type: none"> <li>Provides transportation between Portland Airport and OSU or the Corvallis Hilton</li> </ul>

**Note:** Direct bill is required to obtain airfare, Enterprise rental car and Corvallis Hilton discounts.

Lodging/Registration	
Conference	<ul style="list-style-type: none"> <li>May be above OSU per diem but documentation of conference rate must be included with reimbursement documents.</li> <li>If the conference hotel(s) are booked and the local rates are greater than the OSU approved rate, please see BEBC-COB Travel Contact for assistance in booking your lodging.</li> <li>Please see BEBC-COB Travel Contact to use their purchasing card to book conference lodging and/or registration. (BEBC Card most commonly used for student lodging)</li> </ul>
Non-Conference	<ul style="list-style-type: none"> <li>Must use OSU per diem rates located at <a href="http://fa.oregonstate.edu/business-affairs/travel">http://fa.oregonstate.edu/business-affairs/travel</a>. Exceptions are made for the Portland Metro area.</li> <li>Lodging other than conference lodging must be paid with personal funds and reimbursed OR direct billed to OSU.</li> </ul>

## Meals While Hosting Guests

Local Corvallis Restaurant Information:

<http://fa.oregonstate.edu/aabc/sec-finance/travelrelocation>

From the OSU travel page, please navigate to Candidate Search Resources and open link for: “Local Corvallis Restaurant Information”

**Note:** Itemized receipts are required. Alcohol for hosting/entertaining **can only be purchased on OSUF funds** and must be invoiced separately from the food invoice. Please submit your itemized receipts to the BEBC-COB Travel Contact.

The subsequent sections in this guide explain how to arrange direct bill for Travel. The guide is split between booking travel with airfare versus without airfare. The guide concludes with information about invoices and reimbursements.

## Notifying the BEBC-COB Travel Contact

Please send an email in advance to the BEBC-COB contact when you are ready to book travel arrangements. The email should include the following information:

Information sent in advance to BEBC-COB Travel Contact and Azumano
1. Traveler name(s)
2. Travel dates
3. Index
4. Activity code (if applicable)
5. Anticipated arrangements for the Traveler (e.g. airfare, lodging, Enterprise rental car or HUT Shuttle)
6. If you expect that an Traveler will request personal time, please mention it
7. Budget Authority Approval

## Budget Authority Approval

The budget authority may approve the Traveler’s travel in advance or after receiving the travel quote. Approving in advance will speed up the process, whereas approving after receiving the travel quote allows the budget authority to review the arrangements and cost more carefully.

### Option 1: Approve in Advance

The budget authority may approve the Traveler’s travel in advance by forwarding the email notice from the department to the BEBC-COB Travel Contact and stating their approval in the body of the email. Please include the **index** and **any limits** on price.

### Option 2: Approve after Receiving the Travel Quote

The budget authority may approve the Traveler’s travel after receiving the travel agency’s email quote. When using this approval method, the budget authority must be available to send a prompt email approval to the BEBC-COB Travel Contact. If the budget authority does not approve soon, the price may increase.

### 1) Travel requiring Airfare

If the department/unit will cover a traveler’s airfare and other travel costs, the recommended method is to book all arrangements through the Azumano travel agency.

Name	Direct Bill Arrangements	Fee	Contact
Azumano Travel Agency	<ul style="list-style-type: none"> <li>Airfare</li> <li>Corvallis Hilton lodging</li> </ul>	\$25.00 altogether	Local area: 541-757-9792

	<ul style="list-style-type: none"> <li>• Enterprise rental car</li> <li>• HUT Portland Airport Shuttle</li> </ul>	Email: <a href="mailto:azcorvallis@azumano.com">azcorvallis@azumano.com</a> Toll-free: 800-334-2929
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### Booking with an OSU Travel Agency

**Note:** it is acceptable to combine personal travel with business travel, however, the traveler will only be reimbursed for the costs associated with business related travel. If the personal travel requires gratuitous routes or different arrival and departure dates a quote must be obtained for the costs for the business only travel dates and the traveler will be reimbursed for the lesser of the two: business only or actual amount whichever is less. Also please note that if more than 50% of the travel is for personal travel the travel will be applied as taxable income to the traveler.

The Traveler may contact Azumano directly to arrange the airfare, lodging and ground transportation. The Traveler should select reasonable cost options due to state funding. The following information will need to be provided to the travel agency:

Traveler Information needed for Travel Agency Booking
1. Full name as shown on ID
2. Date of birth
3. Phone number
4. Gender
5. Travel authorizer (BECB-COB Travel Contact)
6. If the Traveler wants to extend their visit for <b>personal time</b> , the Traveler must notify the travel agency and personally pay for any additional costs resulting from the personal time.
7. (Optional) Frequent flyer number and seat preference

### 2) Traveler not needing Airfare

If the department/unit is not paying for airfare, booking through the Azumano travel agency is not needed. The Traveler’s travel costs may still be direct billed, and the travel agency booking fee can be avoided. The following sections explain how to arrange the Traveler’s lodging or Enterprise rental car without using the travel agency.

#### Corvallis Hilton Garden Inn

The department/unit may call the Corvallis Hilton Garden Inn directly to reserve Traveler lodging for direct bill. Please request direct bill for **room and tax only**. Meals and incidentals must not be direct billed.

Hotel name	Address	Phone number
Hilton Garden Inn	2500 SW Western Blvd Corvallis, OR 97333	541-752-5000

The following information is required to direct bill the lodging:

Information needed for Direct Bill Lodging
<ul style="list-style-type: none"> <li>• BEBC Travel Contact Name and contact information</li> <li>• Traveler name</li> <li>• Check-in date</li> <li>• Check-out date</li> </ul>

**Note:** If your department does not have a direct bill account set up with the Corvallis Hilton, please contact the BEBC Travel Contact for assistance.

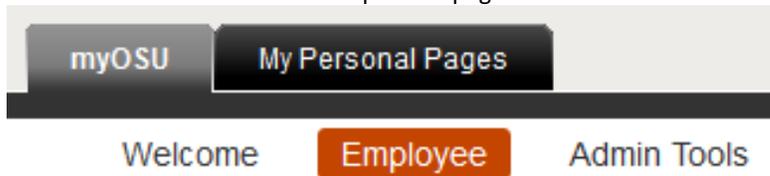
Lodging/Registration	
Conference	<ul style="list-style-type: none"> <li>• May be above OSU per diem but documentation of conference rate must be included with reimbursement documents.</li> <li>• If the conference hotel(s) are booked and the local rates are greater than the OSU approved rate, please see BEBC-COB Travel Contact for assistance in booking your lodging.</li> <li>• <a href="#">Please see BEBC-COB Travel Contact to use their purchasing card to book conference lodging and/or registration (most commonly used for students).</a></li> </ul>
Non-Conference	<ul style="list-style-type: none"> <li>• Must use OSU per diem rates located at <a href="http://fa.oregonstate.edu/business-affairs/travel">http://fa.oregonstate.edu/business-affairs/travel</a>.</li> <li>• If a specific lodging is required and is above OSU per diem, please contact BEBC-COB Travel Contact before booking</li> </ul>

### Enterprise Rental Car

The department/unit may reserve an Enterprise rental car using the myOSU portal for Traveler who will pick up the car and drop it off at the same location. Direct billing a rental car is simpler processing and typically costs less than reimbursing personal vehicle mileage if the Traveler rents the car for only one day.

#### Online Enterprise Rental Car Reservations for Traveler:

- 1) Click this link: [myOSU portal](#)
- 2) Login using your ONID username and login.
- 3) Click the **Traveler** tab near the top of the page:



- 4) Click the **Enterprise Car Rental** link under the “Traveler Quick Links” list:



- 5) Select **NON Travelers on Business**.
- 6) Select **Enterprise Rent-a-Car**.
- 7) Make the appropriate selections for the reservation. An **economy** size vehicle should suffice; a business purpose is required for a larger vehicle.
- 8) On the **Renter’s Details** screen, only the required fields need to be entered.
- 9) Near the end of the process, an OSU index is required to complete the reservation.

### Other Ground Transportation

OSU Motor Pool	<ul style="list-style-type: none"> <li>• Prior to making reservation, a <a href="#">Driver Authorization form</a> must be on file with Motor Pool</li> <li>• Info needed:             <ul style="list-style-type: none"> <li>○ Type of vehicle</li> <li>○ Destination</li> <li>○ Trip purpose</li> <li>○ Other passengers</li> <li>○ Index</li> </ul> </li> </ul>	Varies	Website: <a href="http://transportation.oregonstate.edu/motorpool">http://transportation.oregonstate.edu/motorpool</a>
Hut Shuttle	<ul style="list-style-type: none"> <li>• BEBC Travel Contact name and contact info</li> <li>• Traveler's name</li> <li>• Pick/drop off locations</li> <li>• Dates and time of travel</li> </ul>	Varies	Website: <a href="http://www.hutshuttle.com/">http://www.hutshuttle.com/</a>
Person Vehicle	<ul style="list-style-type: none"> <li>• Prior to using Mileage In lieu of Airfare, contact the BEBC-COB Travel Contact to verify whether specific trips are allowable using mileage in lieu of airfare.</li> <li>• A quote for the airfare that would be purchased for the business trip is required. OSU will reimburse mileage up to the amount of the airfare and associated expenses that would have been paid for air travel.</li> </ul>	Current OSU per diem or commercial travel rates whichever is more economical	

### 3) Invoices

After the travel is complete, the department may receive invoices for the travel costs that were direct billed. All invoices need to be submitted to the BEBC-COB. Please refer to the following table for more information:

Direct Bill Travel Costs	Process for Invoices
Airfare	N/A. No invoices are sent.
Corvallis Hilton	Submit the following items: <ul style="list-style-type: none"> <li>• Invoice</li> <li>• Budget authority approval with index/activity code</li> </ul>
Enterprise rental car	Send the receipt to the BEBC-COB for reconciliation
HUT Airport Shuttle	Submit the following items: <ul style="list-style-type: none"> <li>• Invoice</li> <li>• Budget authority approval with index/activity code</li> </ul>

#### 4) Traveler Reimbursements

Traveler reimbursements should be avoided if possible. The reimbursement process requires more steps and more time than the direct bill process.

However, if the Traveler rents an Enterprise rental car for their whole visit, and they extend their visit due to personal time, the Traveler needs to personally pay for the full rental cost and request reimbursement after the trip end date.

#### Traveler Reimbursement Deadline

The Traveler’s travel reimbursement request is due within **60 days** of the trip end date. If the Traveler’s travel ends in May or June, the deadline is less than 60 days because the fiscal year ends on **June 30<sup>th</sup>**. If additional time is needed to submit the reimbursement request, please contact the BEBC-COB as soon as possible because the business center has limited time to process the payment after June 30<sup>th</sup>.

#### Traveler Reimbursement Process

After the trip end date, the Traveler or department/unit submits the following items to the BEBC-COB before the applicable 60-day or June 30<sup>th</sup> deadline:

<b>Parking and Transportation Fees</b>	
• PDX	Actual up to \$10.00 (economy rate)
• Eugene	Economy lot
• Hotel/Garage	Actual costs
• Taxi/Shuttle/Bus/Train	If \$25.00 or less no receipt required/If over \$25.00 actual costs with receipt
<b>Items needed for Traveler Reimbursement</b>	
<ul style="list-style-type: none"> <li>• Itemized receipts</li> <li>• Travel Reimbursement Request Form</li> <li>• Traveler schedule/conference schedule/visit itinerary</li> <li>• Note: If the receipts do not show proof of payment, a credit/debit card statement showing the charge is needed (the BEBC-COB will ensure that confidential information is blacked out).</li> </ul>	
<b>Meals</b>	
<ul style="list-style-type: none"> <li>• At per diems (no receipts required)</li> <li>• Hosting             <ul style="list-style-type: none"> <li>○ Itemized receipts as well as payment receipt (alcohol should be on a different receipt)</li> <li>○ If alcohol was purchased an OSUF index should be provided to BEBC Accounting</li> </ul> </li> <li>• Complete list of attendees and affiliation is required or an agenda/announcement for larger group gatherings along with documentation of business purpose. Number of attendees should be reasonable for the occasion.</li> <li>• Hosting rates are averaged per person and exclusive of tip. Rates below as of March 2014:             <ul style="list-style-type: none"> <li>○ College of Business - Breakfast \$15, Lunch \$20, and Dinner \$50.</li> </ul> </li> <li>• Reimbursement for a tip of up to 15% of the charge is allowable when hosting groups or guests. The 15% limit does not apply when the establishment adds a service charge for larger groups in lieu of gratuity.</li> </ul>	

#### Approval Process

After submitting the required items, the BEBC-COB will review the expenses and documentation. The BEBC-COB will notify the Traveler if additional documentation is needed or ask a question if additional clarification or details are needed.



**College of Business**

Oregon State University, 443 Austin Hall, Corvallis, Oregon 97331

**Phone** 541-737-2551 | [business.oregonstate.edu](http://business.oregonstate.edu)

After reviewing the form and making any adjustments as needed, the BEBC-COB will send a finalized form for the Traveler and the budget authority to sign.

**Note:** [Guests do not receive direct deposit.](#)