Business Purpose:
All Travel Reimbursements/Payments must include a business purpose. The business purpose should be descriptive enough to clearly answer any questions regarding who traveled, the necessity of their travel, and the benefit to UO.

Examples:
- Attend and present at the Gatlinburg Conference on Research and Theory in Intellectual Disability. Conference is March 5-7 at Hotel Allegro in Chicago, IL. This is in support of xxx grant objectives.
- Interview candidate for Human Physiology faculty position – Tenure Track Asst. Professor.
- Field trip to Mojave Desert to study vertebrate fossil sites. Research agenda attached.
- Travel to research book project regarding Slavic Linguistics. Reviewed museum documents on 10/1-3, met with Prof. Ambrose at the UC Berkeley regarding his research Slavic Linguistics on 10/4, gave a lecture history on Slavic language in the US to the xxx class at Stanford University on 10/5, and participated in the Slavic Discovery workshop on 10/6.

For more information: http://ba.uoregon.edu/staff/travel-reimbursement#Business_Purpose

Meals:
Meal and incidental expenses are reimbursed at per diem rates.
- Low cities: $52.00 per day
- High cities: $65.00 per day

More information: http://ba.uoregon.edu/staff/travel-reimbursement#Meals
High City List: http://ba.uoregon.edu/sites/ba.uoregon.edu/files/trav_95_100_high_localities_compare_010114.xls

Lodging:
Reimbursement for all lodging expenses will be reimbursed at actual cost up to the current per diem rates. Original, itemized hotel receipts are required and must show the following:
- Traveler’s name (or names if reimbursement is being claimed for more than one University employee)
- Date(s) occupied
- Actual rate charged per room
- Indication that the amount submitted for reimbursement has been paid in full

Travel Reimbursement Rates for Lodging from Jan. 1, 2014 and after are shown below:
- Low Cities - $118.00 Plus Tax
- High Cities - $186.00 Plus Tax

High city list: http://ba.uoregon.edu/sites/ba.uoregon.edu/files/trav_95_100_high_localities_compare_010114.xls

Transportation:
All employees are required to travel using routes, schedules and airlines that provide the lowest rates and most efficient travel. If the traveler is combining personal travel with business travel, a comparison airfare quote is required.
Conferences/Meetings:
Travel reimbursements must have a copy of the conference/meeting brochure, email, or letter of invitation attached showing the agenda, dates of the conference/meeting and what was included in the conference i.e. meals/banquets. For more information see the Business Purpose Section.

Meal per diem may not be claimed if a meal is provided at a hosted function such as meals included in the conference registration fee.

Most conference registration fees are paid in advance to the conference rather than being paid by the individual. However, if the fee is paid by the individual, they cannot be reimbursed until the travel is complete.

Sabbatical and Other Leave:
See link: http://ba.uoregon.edu/staff/travel-reimbursement#Sabbatical_or_Other_Leave

Miscellaneous:
Necessary business related travel expenses are normally eligible for reimbursement. Personal expenses are not reimbursed.

Expenses not reimbursed are as follows:
- Home to office travel.
- Deviations from the most direct and usually traveled route unless justified.
- Expenses incurred because the traveler was accompanied by a spouse or family members.
- Insurance on airfare.
- Tips/gratuity.
- Laundry.
- Interest on personal credit cards.
- Mileage reimbursement on rented vehicles.

Receipts:
When a receipt is required, it has to be the original itemized receipt.
More information: http://ba.uoregon.edu/staff/travel-reimbursement#Receipts