



# 2021 OSU TRAVEL REFERENCE GUIDE

Effective 1/1/2021 – 12/31/2021

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## Airfare Reservations:

**CIAzumano Travel** – For reservation: 541-757-9792 Toll free: 1-800-334-2929 E-mail: [azcorvallis@ciazumano.com](mailto:azcorvallis@ciazumano.com)

CI Azumano is our contracted travel agent that allows direct billing for OSU traveler and is able to supply discounts when you fly on United, Alaska, and Delta Airlines with OSU's pre-negotiated contracts. CIAzumano has provided an Online Booking Tool (Certify) for campus users. This OBT is similar in nature to commercial tools you may be familiar with such as Orbitz, Kayak, and Travelocity. If you prefer to work directly with an agent, you can call or complete a [travel request form](#) to initiate a trip via email. It is important to use the web form if you are reserving group travel, nonemployee or foreign travel as it ensures the proper information is gathered.

**Note:** All direct billed airfare must go through an authorization process by email (traveler must know their approving department and billing index).

See: **OSU's CIAzumano Dedicated Webpage:** <https://fa.oregonstate.edu/ciazumano-travel-management-company>

See: **Airfare Travel Authorization List** <https://fa.oregonstate.edu/accounts-payable/travel>

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## Commercial Ground Transportation Options:

### Enterprise/National Rent-A-Car -

- For reservations and other details , visit <https://fa.oregonstate.edu/accounts-payable/travel>

Through the online reservations portal, the renter must provide the accounting [index](#) code, contact person and phone number to ensure correct direct billing. OSU's contract covers the Limited Damage Waiver (LDW/CDW) insurances; therefore, no other insurance should be purchased. **Note:** *Reservations not made through the online system, will need a personal credit card.*

**University Motor Pool** - 541-737-4141 Campus address: 3400 Campus Way Corvallis, OR

- For reservations and other details, visit their webpage - <http://motorpool.oregonstate.edu/>

The University Motor Pool has vehicles in its fleet to meet the short term and seasonal needs of faculty, staff and students. To be eligible to rent a university vehicle, all drivers must first submit a Driver's Authorization form and meet certain guidelines. Online reservations are available and can be direct billed to the department. *Motor Pool rentals include fuel as part of the per mile rate.*

**Airport Shuttle Service** – There are several airport shuttle services available in this area, however billing options must be arrange through your department, Business Center or be reimbursed. Prices vary by location and vendor.

- **Groome Transportation** 877-693-3785 or visit their website: <https://groometransportation.com> (Services Portland Airport)
  - **Hub Airport Shuttle** 541-461-7959 or visit their website: <https://hubairportshuttle.com> (Services Eugene Airport)
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## \*Lodging Reservations:

It is up to the traveler to select the best option for lodging based on travel needs. The contracted travel agent can assist in this selection and your Department/Business Center can assist in direct billing.

Lodging is reimbursed based on **actual cost with receipts.**

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### \*Private Vehicle Mileage:

Reimbursement of a mileage rate of \$0.56 cents/mile for use of private vehicle for business purpose with documentation.

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### \*Meals:

Meals and incidental expenses (M&IE) are *generally* reimbursed at an OSU approved per diem rate without the necessity for actual receipts, unless group travel or other circumstances apply. *M&IE per diem rates are determined by the traveler's overnight lodging location and the IRS High/Low city designation locations.*

- For the first and last day of travel, travelers may claim 75% of the daily M&IE per diem.
- The breakdown percentage is: Breakfast 25% / Lunch 25% / 50%Dinner
- **Low Cost** City Locations/In-State/Out-of-State: \$60/day
- **High Cost** City Locations / Out-of-State: \$71/day

### \*Meal Allowance For Day Trip Only (No overnight stay):

An employee is eligible to claim up to 75% of the daily M&IE per diem if the employee is conducting business away from their official work location for **at least six hours**. The employee can claim less calculated as a percentage of the daily per diem (Breakfast 25%, lunch 25% and Dinner 50%). **All is taxable on account code 28502** (overtime meals).

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### \*Receipt Requirements:

- Any travel expenses under \$75 threshold or per diems do not require receipts
  - Any travel expenses claiming at actual cost require receipts
  - All non-travel expenses require receipts
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Commonly Used Travel Account Codes			
	Domestic	Foreign	Both
Employee Travel	39115	39615	
Non-Employee Travel	39117	39645	
Group/Team Travel	39119	39646	
Taxable Travel - Employee			39712
Taxable Travel - Nonemployee			39742

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### Helpful Link:

Recent per diem rates for US States and International: <https://fa.oregonstate.edu/accounts-payable/travel-rates/domestic>

OSU Travel page - <https://fa.oregonstate.edu/accounts-payable/travel>

FIS Policy Travel Section 03-140-401 - <https://fa.oregonstate.edu/fiscal-policy-program/03-140-401-travel>

\*Note: The IRS High Cost Location Table is posted on OSU Travel webpage and is embedded in TRES