

# OSU Travel Reimbursement

Name:		Mailing Address:	
OSU ID			
Department:		Purpose of Travel: (Include name of meeting/conference and dates attended)	
E-mail:			
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)		
Receive Travel Advance?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Remit 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.**  
**\* Reimbursements must be claimed within 60 days of return.**

## Auto Mileage

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

## Airfare

(Always include Azumano or Teel's quote and flight itineraries)

Date	Departed From	Arrived At	\$ Amount

Date	Time	Itinerary	B	L	D	Date	Expense Description	Currency (other than USD)	Expense Amount
		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"/>	<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"/>				

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

**Per Diem Tables:**  
[http://oregonstate.edu/fa/businessaffairs/travel/tres/per\\_diem\\_us](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us)  
**Travel Reimbursement Policy:**  
<http://oregonstate.edu/fa/manuals/fis/411>

<b>Total Expenses</b>	
<b>Index/Activity</b>	