



# 2020 OSU TRAVEL REFERENCES GUIDE

Effective 1/1/2020 – 12/31/2020

Summary based on FIS Policy Manual Section 03-140-401 - Travel

**Meals:** Meals and incidental expenses are *generally* reimbursed at a per diem rate without the necessity for actual receipts, unless group travel or other circumstances apply. See FIS Travel Policy 03-140-405. However, meals that are part of a conference registration package or included in meetings must be deducted.

## Meal & Incidental Expense Per Diem Rates

In-State Out-of-State Low Cost Cities	<b>\$60.00/day -or-</b> Breakfast = <b>\$15.00</b> Lunch = <b>\$15.00</b> Dinner = <b>\$30.00</b>	Out-of-State High Cost Cities	<b>\$71.00/day -or-</b> Breakfast = <b>\$17.75</b> Lunch = <b>\$17.75</b> Dinner = <b>\$35.50</b>
---	--	----------------------------------	--

Recent per diem rates for US States and locality rates:

[http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per\\_diem\\_us](http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us)

Recent per diem rates for international localities rates:

[http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per\\_diem\\_foreign](http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_foreign)

## Meal & Incidental Per Diem Rate Eligibility for Partial Day (Involving an overnight stay)

Initial Day of Travel - Leave	Prior to 7:00 AM	7:00 AM to 12:59 PM	1:00 PM and after
Meal Allowance	Breakfast, lunch, dinner	Lunch, dinner	Dinner
Final Day of Travel – Return	Prior to Noon	12:00 to 5:59 PM	6:00 PM and after
Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner

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

Departure <b>before 6:00 AM</b>	25% per diem (Breakfast)	Use account code <b>28502</b> , taxable overtime meals
Return <b>after 7:00 PM:</b>	50% per diem (Dinner)	Use account code <b>28502</b> , taxable overtime meals

**NOTE: Lunch on a one-day trip is NOT reimbursable**

*\*Departure and return times are based on a typical 8:00 am to 5:00 pm workday. Note any schedule changes.*

## Lodging Per Diem Rates

*(Lodging is reimbursed based on actual cost up to the per diem rate for low/high city locations)*

<b>In-State</b>	<b>\$140</b>
<b>In-State Portland Exception</b>	<b>Actual Cost</b>
<b>Out-of-State Low City</b>	<b>\$140</b>
<b>Out-of-State High City</b>	<b>\$226 **</b>
<b>Conference Exception</b>	Lodging reimbursed at actual and reasonable cost. Attach conference brochure showing location, dates, and conference hotel
<b>Non-Commercial Lodging</b>	<b>\$25.00</b>

\*\* (The High Cost Location Table is posted on [OSU Travel webpage](#)) and is embedded in TRES

**Mileage:** Private vehicle mileage reimbursement rate is **\$0.575/mile (effective 1/1/2020)**