



SOJC UNDERGRADUATE FUNDING REQUEST

Full Name:	UO ID:	Today's Date:
Event:	Location:	Date of Business Trip:
BUSINESS PURPOSE: (Explain how this trip benefits the UO & SOJC. If attending a conference or meeting, please state the organization name. No acronyms.) See https://ba.uoregon.edu/content/travel-reimbursements#Business_Purpose for examples		
Role in the event, if any: <input type="checkbox"/> Presenter/Panelist <input type="checkbox"/> Attendee <input type="checkbox"/> Other (explain):		

TRAVEL EXPENSES

Estimates of travel costs and source of funding. Reimbursement is only up to the approved dollar amount. Please include all and any charges that you might incur. YOU ARE RESPONSIBLE FOR STAYING WITHIN THE APPROVED BUDGET:

	Estimate	Funding Source	FOR SOJC BUSINESS OFFICE USE ONLY		
			Available Balance	Actual Exp \$	Index
Registration:					
Airfare:					
Mileage:					
Lodging:					
Per Diem:					
Other:					
TOTAL					

By signing this request, I attest that I have read and understood UO's travel and entertainment policy I understand that all charges that I intend to incur are for the benefit of the University and I will file a settlement report with supporting original receipts within 60 days after the date of travel.

Requester Signature: _____ Date: _____

Travel: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	SOJC Funding: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Dean's Signature: _____	Date: _____



Arrangements/General Travel Information

Business Purpose: the business purpose should explain how this trip benefits the University and SOJC. See https://ba.uoregon.edu/content/travel-reimbursement#Business_Purpose for examples

Registration: Bring the completed registration form to SOJC Accounting Office. The form will be mailed together with the check. Remember that it takes two weeks to have the check prepared and another week in the U.S. mail, so plan accordingly, to meet the deadline.

Airfare: Travel using routes, schedules, and airlines that provide the lowest rates and most efficient travel Arrangements normally made through a UO contract travel agency (Direct Travel 1800-737-9776, Premier Travel 541-747-0909, PanAm Inc. 541-359-3751) When you call, ask for a "University Agent." Once you've decided on an itinerary, have the agent email it to Accountant 1 or Brain Conley at bconley@uoregon.edu for authorization. You can purchase airfare yourself from another source, but keep in mind that you will not be reimbursed for that flight until the trip is completed. Itemized receipts are needed for the airfare expenses that you are being reimbursed for. IMPORTANT NOTE-A comparison is needed when: 1) Combining business & personal travel 2) Additional day for cost savings 3) Driving a vehicle out-of-state rather than flying 4) Using a non-direct route (e.g. flying out of other airports rather than the Eugene airport).

Mileage: private vehicle mileage rate is t \$.54/mile and based on charts, odometer reading, or map printouts.

Lodging: Travel lodging is reimbursed at the per diem rate. Jan. 1, 2016 and after: Low Cities-\$120 plus tax High Cities-\$194 plus tax. Please check in with the SOJC business office before your trip to see what per diem rates are for the city you're going to. Lodging per diem applies unless you are staying at the conference hotel.

Per Diem (Meals): Meals and incidental expenses are reimbursed at the per diem rate, no receipts required. You must be in a travel status (usually overnight trips) to qualify for per diem. If a meal is provided by the meeting, conference or lodging venues, it cannot be claimed. Below are the breakdown of the per diem rates and when you get those amounts.

Low Cities-\$57/day	Breakfast = \$14.25, Lunch = \$14.25, Dinner = \$28.50
High Cities-\$68/day	Breakfast = \$16.25, Lunch = \$16.25, Dinner = \$32.50

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

Other expenses: Taxis, shuttles, train fares, airport baggage, visa/passport and internet services, are only reimbursable when there is a clear business need. Itemized receipts showing proof of payment needed.

Funding Source: You will need to specify where the funding for your trip is coming from. Examples of funds might be the SOJC travel budget, ASA funds, grants, or any endowed chair accounts.

Reimbursement:

- Reimbursements should be filed within 60 days of trip's completion
- Original and itemized receipts required
- UO business travel must have a clear business purpose that answers any questions regarding who is traveling, when they are traveling, where they are traveling, and the benefit to the SOJC.
- Payments for any UO travel should be based on least expensive and reasonable means of transportation. Any deviation from this rule requires a comparison quote and business need.
- Any personal travel added to a business trip must be reported and the associated cost be covered by the traveler.
- If attending a conference, meeting, workshop, or seminar, an agenda needs to be included with your reimbursement paperwork.
- For research trips that may not have an official agenda, please provide a daily log detailing the following: dates, names(s) of the organization(s) involved, names and positions of individuals visited/consulted, places, monuments or institutions visited, or any other descriptions appropriate.
- Tips/gratuity, insurance or airfare, or interest on personal credit cards are not reimbursable.
- Expenses can only be reimbursed upon completion of the trip.

All travel arrangements and reimbursements must fall within the budget guidelines and have prior approval from the Dean. We can reimburse only up to the approved amount on this travel request, If you have any further questions, please refer to the SOJC business office website at <http://journalism.uoregon.edu/staff/finance/> or call us at the numbers below:

Joseph Szelesta	Finance Manager	216B Allen Hall	541-346-3550	szelesta@uoregon.edu
Brain Conley	Accounting Tech	216A Allen Hall	541-346-3685	bconley@uoregon.edu
Accountant 1	Accounting	216A Allen Hall	541-346-3806	currently vacant