

Travel Reimbursement

Oregon State University/College of Science/Geosciences

Name:	
OSU ID:	
Department:	
Destination:	
Depart Corvallis (date & time):	
Return Corvallis (date & time):	

Shared Lodging: <input type="checkbox"/> Yes <input type="checkbox"/> No		Guests:	
<input type="checkbox"/> Per Diem or	<input type="checkbox"/> Meal Receipts	Breakfasts:	Lunches:
<input type="checkbox"/> Mileage or	<input type="checkbox"/> Fuel Receipts	From:	To:
		From:	To:
		From:	To:
		From:	To:

Purpose of Travel:		Please be sure to include conference name tags, agendas, ticket stubs, flight itineraries, and excess baggage receipts.		Remit form to: Roseanne Hooven Oregon State University Arts and Sciences Business Center 2042 Cordley Hall Corvallis, OR USA 97330 roseanne.hooven@oregonstate.edu
Trip Itinerary:		Please include a competing airfare quote when using agencies other than Azumano or Teels. Thanks!		
Expense Date	Expense Description	Currency (other than USD)	Expense Amount	Comments:
		Total Expenses		
		<i>Index</i>		

Per Diem Tables:

http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us

http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_foreign