

Travel Reimbursement Worksheet

A completed leave request (attached) approved by the clinic scheduler, and the Medical Director or Residency Director, needs to be submitted to the Department Administrator along with registration and travel information(see leave form). Travel arrangements are made through the Department. Please check with the administrator for exceptions.

You will be reimbursed through the University or through the OHSU Foundation. Both have certain guidelines regarding reimbursement for travel. When you return from your trip, please submit receipts(see below) along with a completed travel reimbursement worksheet (attached). Once the department has received your receipts, reimbursements should follow within three weeks.

REIMBURSEMENT GUIDELINES:

Transportations:

Rental Cars: The use of rental cars is discouraged. Reimbursement for a car rental is through the University and OHSU Foundation only if the employee is staying at a hotel other than that of the conference location. All receipts are required including car rental agreement.

Air Travel: All boarding passes and ticket stubs are required.

Personal Car Mileage: Effective of Jan. 2015 all personal car mileage will be reimbursed at 56 .575 cents per mile.

Taxi, Limousin, Bus: Receipts of actual expense, or itemization of location and dates required.

Bridge, Road or Ferry: Receipts of actual expense, or itemization of location and dates required.

Food: Per Diem rate is caculate by the city where the meeting is being held. (No Receipts required if claiming " per diem" meals. But do not claim per diem if meals is provided as pa

Accomodation: The University and Foundation will only cover the cost for the employee. If a spouse accompanies, and a double room is booked, then the employee has to pay the balance of the cost between a double and single room. (The University will not cover for pet and movies fee)

Phone Calls: Will be reimbursed according to actual expense.

Registration: Actual expense receipts are required, if it has been charged on a credit card, you can also submit the original cancelled check (photocopies of checks are not accepted).