

C-GEO TRAVEL GRANT GUIDELINES

(as of 3/6/19)

C-GEO is required to comply with PSU policy and state guidelines in all its financial transactions. **You must follow the policies and procedures outlined, or you will not be reimbursed.**

Travel in general

C-GEO can reimburse only the grant recipient, so all receipts and documentation must be in your name. We cannot reimburse for expenses paid by anyone other than the grant recipient.

C-GEO must receive your reimbursement request within 14 days after your travel ends.

Structure

Include a cover memo titled "Travel reimbursement request".

On the cover memo please include the following:

1. Name, address and contact information
2. A list of all expenses in order by date (If a charge is not clear, provide a description)
3. Total amount requested for reimbursement (cannot exceed amount of grant)

Submit with cover memo the following:

1. Documentation showing you attended the event approved by the grant (e.g., conference registration confirmation or program listing of your session)
2. A daily itinerary that outlines where you were/what you were doing each day during travel. (e.g., Jan. 1, traveling to Pittsburgh, Jan 2, attending conference, Jan 3 fieldtrip to Allegheny National Forest, etc.) include the date and time you

departed for your travel, and the date and time you returned home from your travel.

3. Official airline itinerary and boarding passes if you traveled by air
4. All original receipts (except for meals, which are reimbursed on a per diem basis)
 - You must show **proof** of payment to be reimbursed for airfare. An itinerary does not constitute a receipt unless it **indicates paid**
 - Tape receipts smaller than 8.5 x 11 to a full sized sheet of blank paper. Order them by date, to correspond to the way they are listed on the cover memo

Air travel

If your trip includes air travel, you can purchase your ticket through any agency or airline you choose, and get **reimbursed after your trip**. You must meet the following conditions: Ticket must be economy class fare, and the itinerary must be consistent with business requirements of the trip, as approved in the grant.

Per diem meals

The “Per Diem” meal reimbursement rate is the amount you may be reimbursed for each day of travel for meals and tips. No receipts are required. The amount varies depending on where you are traveling. In 2019 the per diem meal reimbursement rate ranged from \$60 to \$71, broken into 25% breakfast, 25% lunch, and 50% dinner. Per PSU policy, on first and last date of travel you receive 75% of the total day’s per diem.

If any of your meals were paid for by others or prepaid by C-GEO, (for example, C-GEO paid a banquet, or you were served breakfast at a meeting) you must include this information in your daily itinerary and cover memo.

Lodging Rates

As of 1/1/19 reimbursement limits were as follows:

- In Oregon, up to \$134
- Out of state low cities \$134
- Out of state high cities \$216
- Conference exception: Lodging reimbursed at actual and reasonable cost

Other expenses

Taxis, buses, trains, etc. require a clearly legible receipt that indicates the date, name of vendor, and amount.

End of Travel Report

You must submit a report within 10 days of the travel end date. Please submit your report at the following URL:

<https://www.surveymonkey.com/r/65L8ZG7>

If possible, please include one or two photos. Including photos gives us permission to use them for C-GEO's promotion and related purposes.