Travel Reimbursements

Travelers must submit a Travel Reimbursement request upon their return to receive reimbursement for allowable out-of-pocket expenses.

1) Requestor completes Travel Reimbursement request form, which can be found on the Business Affairs Office (BAO) website (http://www.pdx.edu/bao/formspolicies) and attaches required back-up

   - Select the correct form based on your specific dates of travel
   - Attach original itemized receipts for all reimbursable purchases
     - See PSU Travel Guide for exceptions to receipt requirement
   - Include description and complete address of all destinations for which mileage reimbursement is requested
     - Include only a brief description of destination, e.g. name of school visited, in “Itinerary” section of form
     - Use “Business Purpose” section or attach additional back-up to include all other relevant information
   - Round total miles for each trip to nearest whole mile, e.g. 3.49 miles rounds to 3.0 miles and 3.5 miles rounds to 4.0 miles
   - Attach Google Maps or similar printout to verify mileage between employee’s official work station (usually PSU) and each destination
   - Include a clear and concise business purpose
   - Sign and date the form – original signature only, stamps or copies not allowed
   - Refer to GSE Document Preparation procedures for additional guidance

2) Requestor forwards completed form and required back-up to Department Assistant

3) Department Assistant reviews request, inputs correct Index and Account Codes, and obtains Budget Authority signature(s)

4) Department Assistant retains a copy of approved forms and back-up and forwards originals to Business Office for processing (BO-SAS, or BO-RA for grant travel)

5) Department Assistant coordinates with Business Office to resolve any issues

6) Department Assistant periodically reviews submitted Travel Reimbursement requests to ensure accurate posting and to maintain available balances for faculty spending
   - Refer to GSE Invoices – Check Status document for guidance

A Travel Authorization form is required in advance of all out-of-state or foreign travel, as well as any in-state travel that requires the purchase of airfare. Refer to the GSE Travel Authorization procedures for details.

Additional information may be found in the PSU Travel Summary and the comprehensive PSU Travel Guide, which are maintained by the Business Affairs Office and available on their website (http://www.pdx.edu/bao/travel).

Please note: Requests should be turned in regularly. The Business Affairs Office requires a written explanation for each request older than 60 days.