



SOJC EMPLOYEE TRAVEL FUNDING REQUEST

Full Name:	UO ID:	Today's Date:
Event:	Location:	
Dates of Business Trip:	Personal Travel? (If yes, please provide dates and include comparison quotes.)	
BUSINESS PURPOSE: Explain how this trip benefits the student group, SOJC and the UO. If attending a conference or meeting, please state the full name of organization sponsoring the event. On how to write a business purpose, see: https://ba.uoregon.edu/content/travel-reimbursement#Business_Purpose		
Role in the event, if any: <input type="checkbox"/> Presenter/Panelist <input type="checkbox"/> Attendee <input type="checkbox"/> Other (explain):		
Professional Development? (only for OA) <input type="checkbox"/> YES <input type="checkbox"/> NO		

ESTIMATED 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:

Expense	Estimate	Funding Source	FOR SOJC BUSINESS OFFICE USE ONLY		
			Avail. Bal.	Actual Expense	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 is for the benefit of the University and I will file a settlement report, with supporting original receipts, within 60 days after the date of the travel.

Requestor's Signature: _____ **Date:** _____

Travel: Approved Disapproved SOJC Funding: Approved Disapproved

Dean's Signature: _____ **Date:** _____



Arrangements/General Travel Information

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

Conference Registration: The preferred method is to charge your registration on a departmental Procurement Card.

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 (Peak) Travel 541-686-1234, Premier Travel 541-747-0909, PanAm Inc. 541-359-3751) When you call, ask for a "University Agent." Once you have decided on an itinerary, have the agent email it to Brian Conley (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 for which you are requesting reimbursement.

Mileage: private vehicle mileage rate is \$0.54 per 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-\$128 plus tax High Cities-\$207 plus tax. Please check in with the SOJC business office before your trip to confirm the per diem rates for the destination city. The lodging per diem applies unless you are staying at the conference hotel.

Per Diem (Meals): Meals are reimbursed at the per diem rate; no receipts are required. You must be in travel status (usually overnight trips) to qualify for the 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.

City Category	Per Day	Breakfast	Lunch	Dinner
Low Cities	\$57.00	\$14.25	\$14.25	\$28.50
High Cities	\$68.00	\$17.00	\$17.00	\$34.00

Time Leaving for Trip	Prior to 7 AM	7 AM to 12:59 PM	1 PM and after
Meals Allowed	Breakfast, Lunch, Dinner	Lunch, Dinner	Dinner

Time Returning from Trip	Prior to Noon	12:00 to 12:59 PM	6 PM and after
Meals Allowed	Breakfast	Breakfast, Lunch	Breakfast, 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: Examples of funds might be the SOJC travel budget, ASA funds, grants, or any endowed chair accounts.

Reimbursements:

- Reimbursements should be filed within 60 days of completion of travel.
- Original and itemized receipts are required for most expenses.
- UO business travel must have a clear business purpose that answers any questions regarding who is traveling, when they are travelling, where they are traveling, and the benefit to the UO and SOJC.
- Payments for any UO travel should be based on the least expensive and reasonable means of transportation. Any deviation from this rule requires a comparison quote and business need.
- Additional expenses incurred for personal travel is the responsibility of the traveler.
- An agenda should be included with the reimbursement paperwork if attending a conference, meeting, workshop, or seminar.
- For research travel that may not have an official agenda, 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 as 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 UO guidelines and have prior approval from the Dean. Travel will be reimbursed only up to the approved amount on the Travel Funding Request, If you have any further questions, call us at the numbers below please refer to the SOJC business office website at:

<http://journalism.uoregon.edu/staff/finance/>

Brian Conley	Accounting Tech	bconley@uoregon.edu	(541) 346-3685	216A Allen Hall
Eunji Park	Accountant 1	epark2@uoregon.edu	(541) 346-3806	216A Allen Hall
Joe Szelesta	Finance Manager	szelesta@uoregon.edu	(541) 346-3550	216B Allen Hall