

DOMESTIC REQUIREMENTS FOR TRAVEL:

<u>item</u>	<u>back-up required</u>
<input type="checkbox"/> itinerary <ul style="list-style-type: none"> <input type="radio"/> destination <input type="radio"/> travel dates <input type="radio"/> travel times <input type="radio"/> multiple locations/stops 	lodging location, (not necessarily the city arrived in) all dates of travel, including any personal time added to trip time of initial departure, time of final return detail itinerary: date, location, stop, purpose (attach additional sheets if needed)
<input type="checkbox"/> personal lodging & meals <ul style="list-style-type: none"> <input type="radio"/> lodging: commercial <input type="radio"/> lodging: non-commercial <input type="radio"/> meals 	itemized invoice, proof paid, & translated \$25/day only, no receipt required standard per-diem max, no receipt required
<input type="checkbox"/> airfare <ul style="list-style-type: none"> <input type="radio"/> direct route <input type="radio"/> non direct route <input type="radio"/> with personal time 	***ALL TICKETS MUST CLEARLY STATE THE AIRLINE TICKET NUMBER*** ticket, proof paid (must include Airline ticket number) ticket, proof paid, comparison quote (see bao website) ticket, proof paid, comparison quote (see bao website) http://ba.uoregon.edu/content/air-travel-when-to-get-a-comparison-air-fare-quote
<input type="checkbox"/> mileage <ul style="list-style-type: none"> <input type="radio"/> option 1 <input type="radio"/> option 2 <input type="radio"/> option 3 	***MILEAGE MAY BE CLAIMED FOR PERSONAL VEHICLE ONLY*** log: start odometer/end odometer, destination, purpose log: start location/end location, destination, purpose, print out of web page with mileage use standard UO mileage chart
<input type="checkbox"/> misc <ul style="list-style-type: none"> <input type="radio"/> baggage fees <input type="radio"/> bus, train (ie: amtrak/greyhound) <input type="radio"/> conference <input type="radio"/> entrance fees (museum, tours...) <input type="radio"/> gas <input type="radio"/> hosting.entertainment <input type="radio"/> internet fees <input type="radio"/> mass transit-bus, train, taxi <input type="radio"/> misc supplies & services <input type="radio"/> other peoples expenses <input type="radio"/> parking <input type="radio"/> phone <input type="radio"/> vehical rental 	itemized receipt, proof paid for itemized receipt, proof paid see conference requirements listed below ticket stub, proof paid, purpose for each venue itemized receipt, proof paid, purpose itemized invoice, proof paid, list of attendees, purpose itemized receipt, proof paid log: date, destination, purpose, cost (\$75 & over requires: itemized receipt, proof paid) itemized receipt, proof paid, purpose limited to per-diem rates, per-diem rules apply \$25 & over requires: itemized receipt, proof paid log: date, number called, who, purpose, cost itemized receipt, proof paid, people transported, purpose for use of rental

ADDITIONAL REQUIREMENTS FOR:

<input type="checkbox"/> conference <ul style="list-style-type: none"> <input type="radio"/> banquets & events <input type="radio"/> brochure <input type="radio"/> meetings <input type="radio"/> registration 	not included in registration fee require: itemized receipt, proof paid attach brochure, original will be returned after reimbursement has been processed agenda, schedule, who attended, purpose itemized receipt, proof paid
<input type="checkbox"/> field school/student groups: <ul style="list-style-type: none"> <input type="radio"/> agenda, syllabus, itnerary <input type="radio"/> course name, number <input type="radio"/> field trips <input type="radio"/> list of students, instructors, cooks 	destination, site/museum/event attended, purpose of visit
<input type="checkbox"/> business purpose: <ul style="list-style-type: none"> <input type="radio"/> extended trips <input type="radio"/> see BAO travel webpage for current business purpose requirements: 	attach itinerary listing dates,business conducted each day also note any personal time you included on the trip. http://ba.uoregon.edu/content/travel-reimbursement#Business_Purpose