

## FOREIGN REQUIREMENTS FOR TRAVEL:

<u>item</u>	<u>back-up required</u>
<input type="checkbox"/> <b>itinerary</b> <ul style="list-style-type: none"> <li><input type="radio"/> destination</li> <li><input type="radio"/> travel dates</li> <li><input type="radio"/> travel times</li> <li><input type="radio"/> multiple locations/stops</li> <li><input type="radio"/> daily log</li> </ul>	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) detail itinerary: date, location, stop, purpose (attach additional sheets if needed)
<input type="checkbox"/> <b>personal lodging &amp; meals</b> <ul style="list-style-type: none"> <li><input type="radio"/> lodging: commercial</li> <li><input type="radio"/> lodging: non-commercial</li> <li><input type="radio"/> meals</li> </ul>	itemized invoice, proof paid, & translated, standard per-diem max \$25/day only, no receipt required standard per-diem max, no receipt required
<input type="checkbox"/> <b>airfare</b> <ul style="list-style-type: none"> <li><input type="radio"/> direct route</li> <li><input type="radio"/> non direct route</li> <li><input type="radio"/> with personal time</li> </ul>	<b>***ALL TICKETS MUST CLEARLY STATE THE TICKET NUMBER**</b> ticket, proof paid ticket, proof paid, comparison quote (see bao website) ticket, proof paid, comparison quote (see bao website) <a href="http://ba.uoregon.edu/content/air-travel-when-to-get-a-comparison-air-fare-quote">http://ba.uoregon.edu/content/air-travel-when-to-get-a-comparison-air-fare-quote</a>
<input type="checkbox"/> <b>vehicle rental</b> <ul style="list-style-type: none"> <li><input type="radio"/> itemized invoice</li> <li><input type="radio"/> proof of payment</li> <li><input type="radio"/> business purpose for rental</li> </ul>	must list mileage out & in, amount paid, & all additional charges as separate line items bank or credit card statement, or printed credit card receipt indicate locations visited, and purpose of each stop
<input type="checkbox"/> <b>misc</b> <ul style="list-style-type: none"> <li><input type="radio"/> baggage fees</li> <li><input type="radio"/> bus, train (ie: amtrak/greyhound)</li> <li><input type="radio"/> conference</li> <li><input type="radio"/> entrance fees (museum, tours...)</li> <li><input type="radio"/> gas</li> <li><input type="radio"/> hosting.entertainment</li> <li><input type="radio"/> internet fees</li> <li><input type="radio"/> mass transit-bus, train, taxi</li> <li><input type="radio"/> misc supplies &amp; services</li> <li><input type="radio"/> other peoples expenses</li> <li><input type="radio"/> parking</li> <li><input type="radio"/> phone</li> </ul>	<b>***ALL INVOICES/RECEIPTS SHOULD BE TRANSLATED**</b> itemized receipt, proof paid to & from locations, itemized receipt, proof paid, purpose of trip see conference requirements listed below ticket stub, proof paid, purpose of visit itemized receipt, proof paid, purpose of trip 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, & translated limited to per-diem rates, per-diem rules apply \$25 & over requires: itemized receipt, proof paid log: date, number called, who called, purpose of call, cost

## ADDITIONAL REQUIREMENTS FOR:

<input type="checkbox"/> <b>conference</b> <ul style="list-style-type: none"> <li><input type="radio"/> banquets &amp; events</li> <li><input type="radio"/> brochure</li> <li><input type="radio"/> meetings</li> <li><input type="radio"/> registration</li> </ul>	<b>***ALL INVOICES/RECEIPTS SHOULD BE TRANSLATED**</b> 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"/> <b>field school/student groups:</b> <ul style="list-style-type: none"> <li><input type="radio"/> agenda, syllabus, itinerary, schedule</li> <li><input type="radio"/> course name, number</li> <li><input type="radio"/> field trips</li> <li><input type="radio"/> list of students, instructors, cooks</li> </ul>	destination, site/museum/event attended, purpose of visit
<input type="checkbox"/> <b>business purpose:</b> <ul style="list-style-type: none"> <li><input type="radio"/> extended trips</li> <li><input type="radio"/> see BAO travel webpage for current business purpose requirements:</li> </ul>	attach itinerary listing dates,business conducted each day also note any personal time you included on the trip.  <a href="http://ba.uoregon.edu/content/travel-reimbursement#Business_Purpose">http://ba.uoregon.edu/content/travel-reimbursement#Business_Purpose</a>