



Oregon State University
Cascades

Business Office Quick Guide

Other questions? accounting@osucascades.edu



TRAVEL

Traveling?
Travel Info and Concur

Pre-travel requests
Travel arrangements
Travel reimbursements
Utilize Concur for all of it!

PURCHASING

Unsure how to make a purchase? Have a \$5,000 or more purchase? Need a contract or agreement signed?
accounting@osucascades.edu

Business Card Request Form

Nametag Request Form

Need electronics or software?
Request Form

Items purchased with university, grant and student fee funds are the property of OSU.



GENERAL

Fiscal Year (FY): July 1 - June 30

Travel, Personal Reimbursements and T&E
Card Expense Reports: Turn in within 60 days
in Concur

Travel or Concur questions? travel@oregonstate.edu

Professional Development & In-State Travel
Funds: Expend by June 15. Need remaining
amount? accounting@osucascades.edu

Hosting Candidates?

Guidelines: \$15/person for breakfast
& lunch; \$30/person for dinner
Max 15% tip

Need itemized receipts & paid receipt

GRANTS

Course Buyouts
1st two - \$7,500/buyout
3rd - 10% of annual salary/ope

Submitting a research
proposal?
Grants & Research Support

Grant Expense Reports
Go to MyOregonstate Portal-
Resources-Grant Reporting

MISC.

Payroll ?'s
payroll@osucascades.edu
or submit a ticket through
HRSD in your
MyOregonstate Portal

Hiring a Student?
Student Employment

Internal/External Fee or
Course Fee?
kira.lueck@osucascades.edu



Need to surplus an item?
Surplus

Lost an item?