



Receipt Requirements for Personal & Travel Reimbursement

All Receipts MUST be itemized and show proof of payment	
Hotel/Lodging ¹	Always
Airfare	Always
Conference Registration	Always
Rental Car ²	Always
Gas for rental car	Always
Hosting Group Dinner ³	Always
Expenses Unrelated to Travel	Always
Groceries ⁴	Always
Baggage Fees	Any receipts > \$75
Parking Fees Related to Travel	Any receipts > \$75
Internet Access fee	Any receipts > \$75
Road/bridge Tolls	Any receipts > \$75
Other Misc. <u>Travel</u> Expenses ⁵	Any receipts > \$75
Taxi/Shuttle Fare ⁶	Any receipts > \$75
Bus/Train	Any receipts > \$75
Personal Meals During Travel ⁷	N/A - Claim Per Diem
Gas for personal car	N/A - Claim Mileage only
Foreign Transaction Fees	N/A-Bank Statement Required

- See table to the left on how to determine whether a receipt is required for reimbursement of an expense.
- Where receipts are required, you must provide an original, **itemized** receipt showing proof of payment.
- When submitting receipts please tape them to an 8 1/2 x 11 piece of paper. No staples, please! Do not tape over ink.
- If you are unable to provide an original itemized receipt, you must provide reasonable justification of your inability to do so. These instances will be approved by the Business Office on a case-by-case basis. In these cases you may also be asked to complete a lost receipt affidavit and/or provide a copy of your bank statement showing proof of payment.
- If receipts show amounts in foreign currencies, you will be reimbursed using the exchange rate listed on Oanda.com or XE at the date of the transaction or based on the amounts listed on the traveler's bank statement.

Effective January 1, 2019 the Travel Per Diem Rates for 2019 are as follows:	
High: OSU High Cost Cities	
Meals & Incidental Expenses	\$71 (\$17.75/\$17.75/\$35.50)
Lodging	\$226
Low: OSU Low Cost Cities	
Meals & Incidental Expenses	\$60 (\$15/\$15/\$30)
Lodging	\$140
Mileage: Private Vehicle Reimbursement	\$0.575/mile

*****Reminder that all reimbursements and travel claims are due within 60 days of purchase or travel*****

**Email Questions to
accounting@osucascades.edu**

¹ A receipt is required, even when claiming per diem. Lodging expense over per diem will only be approved and reimbursed on a case-by-case basis. Traveler must provide reasonable justification for the extra expense. Hotel taxes and fees in the U.S. are not included in the per diem amount and can be reimbursed separately from per diem. For foreign lodging, taxes and fees are included in the lodging per diem.

² Per OSU policy, travelers will only be reimbursed for a compact or economy rental car. Traveler must provide reasonable justification to be reimbursed for a larger model and/or any add-ons (e.g., GPS).

³ All hosted dinners require a list of attendees and an itemized receipt. The cost per person should be consistent with established meal per diems. Alcohol is not a reimbursable expense but tips are reimbursable up to 15%.

⁴ Groceries should typically be purchased in only two situations: 1) For the purpose of hosting a group dinner-In that case, see the receipt requirements for hosting a group dinner. 2) To provide meals during travel. In most cases, the traveler should claim per diem. Groceries will only be reimbursed up to the amount that the traveler could have claimed per diem. The purchase of alcohol is not reimbursable.

⁵ The following are included in per diem rates and will not be reimbursed separately: laundry, cleaning/pressing of clothing, and fees or gratuities for services such as waiters, bell hops and baggage handlers.

⁶ Taxi/shuttle fare (including a reasonable tip) is reimbursable.

⁷ Gratuity and tax is included in the per diem rate. If conference registration includes meals, those meals cannot be claimed for per diem.