



Oregon
University
System

December 11, 2002

MEMORANDUM

TO: Members, State Board of Higher Education

FROM: Virginia L. Thompson, Interim Board Secretary

RE: Correction of Error

Attached is a correction of an error in the 2002-03 Travel Reimbursement Policy that was approved by the Board on October 18, 2002. Mike Green, Controller, requested that an errata sheet be submitted to the Board. He indicated, "In doing so, we are not asking for any new action, simply advising them of the needed correction and asking for replacement of the 'incorrect page' with the 'correct page.' It is important to note that the institutions have already been provided with the correct information."

To make the correction, the following addition is needed to the standard policy for "Foreign & AK, HI, PR, and US Possessions." (The addition is underlined.)

Standard: The OUS per diem equals the federal rate using the *Federal Specific Locality Table* with the institutional president having the discretion to establish their institution's rates below this amount (see note A below). Deductions required for meals provided. Lodging tax is reimbursed as a miscellaneous expense for Alaska, Hawaii, Puerto Rico and U.S. Possessions. Lodging tax is not reimbursed as a miscellaneous expense for foreign travel. No receipts required for lodging, meals, and incidental expenses. Institutional policy applies regarding pre-approvals.

A corrected "OUS Summary of Travel Reimbursement Rates" document is attached that replaces the one submitted to the Board in error on October 18, 2002.

OUS Travel Reimbursement Rates Policy
(effective the first day of the month following Board Approval)

Category	Policy
In-State:	<p>Standard: The OUS per diem equals the federal rate using the <i>Federal High-Low Schedule</i> with the institutional president having the discretion to establish their institution's rates below this amount (see note A below). Deductions required for meals provided. Lodging tax is reimbursed as a miscellaneous expense. No receipts required for lodging, meals and incidental expenses. Institutional policy applies regarding pre-approvals.</p> <p>Exceptions: (1) Conference: Lodging at actual and reasonable cost (lodging receipts required). (2) Portland: Institutional policy applies regarding exception for lodging at actual and reasonable cost for the Portland Metropolitan area (lodging receipts required).</p>
Out-of-State, Continental US:	<p>Standard: The OUS per diem equals the federal rate using the <i>Federal High-Low Schedule</i> with the institutional president having the discretion to establish their institution's rates below this amount (see note A below). Deductions required for meals provided. Lodging tax is reimbursed as a miscellaneous expense. No receipts required for lodging, meals and incidental expenses. Institutional policy applies regarding pre-approvals.</p> <p>Exception: (1) Conference: Lodging at actual and reasonable cost (lodging receipts required).</p>
Foreign, AK, HI, PR, and US Possessions:	<p>Standard: The OUS per diem equals the federal rate using the <i>Federal Specific Locality Table</i> with the institutional president having the discretion to establish their institution's rates below this amount (see note A below). Deductions required for meals provided. Lodging tax is reimbursed as a miscellaneous expense for Alaska, Hawaii, Puerto Rico, and US possessions. Lodging tax is not reimbursed as a miscellaneous expense for foreign travel. No receipts required for lodging, meals and incidental expenses. Institutional policy applies regarding pre-approvals.</p> <p>Exception: (1) Conference: Lodging at actual and reasonable cost (lodging receipts required).</p>
Mileage, Private Vehicle:	The OUS mileage reimbursement rate equals the federal rate with the institutional president having the discretion to establish their institution's rate below this amount (see note A below).
Non-Commercial Lodging:	OUS establishes the per diem rate for non-commercial lodging.
Proration of Meals & Incidental Expenses per Diem for Partial Days Involving an Overnight Stay:	<p>OUS establishes the methodology for proration.</p> <p><u>On the day the trip begins</u>, the traveler is eligible for 100% of the per diem if the trip begins <i>before</i> 12:00 p.m. (Noon), or is eligible for 50% of the per diem if the trip begins <i>after</i> 12:00 p.m. (Noon).</p> <p><u>On the day the trip concludes</u>, the traveler is eligible for 100% of the per diem if the trip concludes <i>after</i> 6:00 p.m., or is eligible for 50% of the per diem if the trip concludes <i>before</i> 6:00 p.m.</p>
Allocation of Meals & Incidental Expenses per Diem:	OUS establishes the methodology for allocation. A deduction is necessary for meals provided. The proration shall be: breakfast 25%, lunch 25%, and dinner 50%.
Incidental Expenses:	OUS establishes the definition of incidental expenses. Incidental expenses are combined with meals into a single rate and include, but are not limited to, <i>expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services, such as for waiters and baggage handlers.</i>

Miscellaneous Expenses:	OUS establishes the definition of miscellaneous expenses. No receipts are required for items of \$25 or less. All expenses must be itemized. Miscellaneous expenses include, but are not limited to, <i>vehicle rentals, taxi fares, bus fares, shuttle fares, telephone calls, faxes, parking, tolls, energy surcharges, and lodging taxes.</i>
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Note A: If the institutional president exercises the option of establishing rates at a lower amount, a copy of the institutionally approved rates will be submitted to the Controller's Division prior to implementation. If the institutional president does not exercise this option, the OUS rates apply.

Last updated 11/11/02