



# EASTERN OREGON UNIVERSITY

## Candidate Travel Guideline

### MEALS

**PRORATION of MEAL PER DIEM for Partial Days Involving an Overnight Stay:** Meal per diems for initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times

<b>Initial Day of Travel</b>	<b>Prior to 7:00 AM</b>	<b>7:00 AM to 12:59 PM</b>	<b>1:00 PM and After</b>
<b>Meal Allowance</b>	Breakfast, lunch, dinner	Lunch, dinner	Dinner
<b>Final Day of Travel</b>	<b>Prior to Noon</b>	<b>12:00 noon to 5:59 PM</b>	<b>6:00 PM and after</b>
<b>Meal Allowance</b>	Breakfast	Breakfast, lunch	Breakfast, Lunch Dinner

Low-City		High-City		Policy
Breakfast	\$ 18.50	Breakfast:	\$ 21.50	<ul style="list-style-type: none"> <li>No meal per diem is allowed on one day trips.</li> <li><a href="#">Please see EOU travel page to find the list of current IRS High/Low-City Localities</a></li> <li>If meals are provided at the meeting or event, no meal per diem is allowed. Agendas are required.</li> </ul>
Lunch	\$ 18.50	Lunch:	\$ 21.50	
Dinner	\$ 37.00	Dinner:	\$ 37.00	
<b>Total</b>	<b>\$ 74.00</b>	<b>Total</b>	<b>\$ 86.00</b>	

### LODGING

Low-City		Policy
Nightly lodging rate:	\$ 151.00	<ul style="list-style-type: none"> <li>With prior approval from EOU HR, and when necessary, EOU will pay/reimburse up to two nights lodging for a candidate.</li> <li>Candidates are to arrange and pay for their own out-of-town lodging. Itemized receipts are required for lodging.</li> <li>EOU HR will arrange for local lodging to be billed directly to EOU when possible.</li> <li>Lodging tax is reimbursed as a misc. expense.</li> <li>Room service, internet, calls, or other personal purchases will be at the candidates expense</li> </ul>
<b>High-City</b>		
Nightly lodging rate:	\$ 233.00	

### TRANSPORTATION

<b>Mileage</b> Reimbursed at: \$0.70/mile	<ul style="list-style-type: none"> <li>Mileage for the most direct, usually traveled route may be reimbursed.</li> <li>Private vehicle mileage will be reimbursed when it is the most economical means of transportation.</li> <li>Mileage can be calculated by Oregon Mileage Chart or mapping software (mapquest.com).</li> <li>Mileage is not reimbursable unless one way trip exceeds 25 miles from origin to destination.</li> <li>EOU may send an EOU representative to pick up/drop off a candidate at an airport rather than a candidate incurring additional travel.</li> <li>Mileage will not be reimbursed in addition to fuel receipts or costs associated with rental vehicles.</li> </ul>
<b>Rental Vehicles</b>	<ul style="list-style-type: none"> <li>Upon pre-approval from EOU HR, candidates may make their own car rental arrangements.</li> <li>EOU will only reimburse vehicle rental rates for compact and economy cars and their equivalent green class. Other classes of vehicles may be rented for circumstances that are pre-approved by the HR office for reasons that include less expensive rates, space requirements or inclement weather conditions. Receipts required.</li> <li>EOU will reimburse for limited damage waiver (LDW or CDW) issued through the vehicle rental company. Other upgrades or optional insurance coverage will not be reimbursed.</li> <li>Fuel for a rented vehicle will be reimbursed from itemized receipts. Candidates are responsible for fuel fill-up before returning a vehicle to the rental agency. Fuel Service Option (FSO) or Fuel Service Charges (FSC) will not be reimbursed</li> <li>Vehicle rental reimbursement is limited to the time directly related to University business.</li> </ul>
<b>Common Carrier: Airfare, Train, Bus</b>	<ul style="list-style-type: none"> <li>Transportation by common carrier will be reimbursed when EOU HR determines it is more appropriate than travel by private vehicle.</li> <li>If approved by EOU HR, candidates can make their own transportation arrangements, using the most economical method.</li> <li>Candidates will be reimbursed for economy/coach fare rates, plus mandatory taxes and fees</li> <li>Airfare must be approved by EOU Human Resources and reimbursement is limited to \$700</li> <li>When airfare is the most economical means of transportation, candidates travelling to La Grande should fly into Boise Airport, or Tri-Cities Airport in Pasco, WA. Other airport destinations will be considered on a case by case basis and must be approved in advance.</li> <li>Taxi and shuttle service is authorized between the airport and hotel when complimentary shuttles are unavailable.</li> </ul>

### OTHER EXPENSES

<b>Misc. Expenses</b>	<ul style="list-style-type: none"> <li>The misc. expenses that can be reimbursed include: fuel receipts for rented vehicles, parking, tolls, lodging taxes, and up to one standard checked bag. Other misc. expenses can be reimbursed only if approved in advance by EOU HR. Itemized receipts required.</li> </ul>
<b>Unallowed Expenses</b>	<ul style="list-style-type: none"> <li>Non-reimbursable expenses include but are not limited to: airline insurance, seat/vehicle/hotel upgrades, alcohol or mini-bar charges, room service, phone calls, internet, laundry or dry cleaning, fees and gratuities for services (waiters, taxi drivers, baggage handlers), lost or overweight baggage, personal items lost while traveling, automotive repair, personal entertainment, and travel expenses for companions accompanying the traveler (unless pre-approved by EOU HR).</li> </ul>
<b>Hosting Expenses</b>	<ul style="list-style-type: none"> <li>EOU will reimburse for one hosted lunch for a candidate and the search chair. Reimbursement to the host is limited to actual cost and a 15% tip, up to the current per diem rate. Alcohol will not be reimbursed. Original, itemized receipts must be submitted with the Meal Reimbursement Form for Hosting, found at <a href="https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/">https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/</a></li> </ul>

Inquiries should be directed to EOU HR- (541) 962-3548/carls0h@eou.edu - or - Accounts Payable - (541) 962-3838/ap@eou.edu

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