

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

Meal Allowance Breakfast, lunch, dinner Lunch, dinner Dinner Final Day of Travel Prior to Noon 12:00 noon to 5:59 PM 6:00 PM and after Meal Allowance Breakfast Breakfast, lunch Breakfast, lunch Breakfast, lunch Iower-City High-City No meal per dime is allowed on one day trips. Unch \$ 18:50 Bunch: \$ 21:50 No meal per dime is allowed on one day trips. Dinner \$ 37:00 Dinner: \$ 37:00 Travel Preide Total \$ 37:00 Dinner: \$ 37:00 Total \$ 86:00 are required. Low-City Policy Immesia are provided at the meeting or event, no meal per diem is allowed. Agent is networed as mice. expense. Exondiates are to arrange and pay for their own out-f-tom folging. Lemicad receipts are required. Nightly lodging rate: \$ 23:00 Lodging trip is reimbursed as mice. expense. Boom service, internet, calls, or other personal purchases will be at the cadidates expense Mileage for their most direct, usually traveled route may be reimbursed. Private whiche mileage will be reimbursed at the required. S0.70/mile for areminbursed in additor to fuel receipts or costs associa	Initial Day of Travel			Prior to 7:00 AM 7:00 AM to 12:			to 12:59 PM	1:00 PM and After			
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Rental Vehicles 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. * 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. • Fuel for a rented vehicle will be reimbursed from itemized receipts. Candidates are responsible for fuel fill-up before returning a vehicle the rental agency. Fuel Service Option (FSO) or Fuel Service Charges (FSC) will not be reimbursed • Vehicle rental reimbursement is limited to the time directly related to University business. • Transportation by common carrier will be reimbursed when EOU HR determines it is more appropriate than travel by private vehicle. • If approved by EOU HR, candidates can make their own transportation arrangements, using the most economical method. • Candidates will be reimbursed for economy/coach fare rates, plus mandatory taxes and fees • Airfare must be approved by EOU Human Resources and reimbursement is limited to \$700 • When airfare is the most economical means of transportation, candidates travelling to La Grande should fly into Boise Airport, or Tri-Citic Airport in Pasco, WA. Other airport destinations will be considered on a case by case basis and must be approved in advance. • Taxi and shuttle service is authorized between the airport and hotel when complimentary shuttles are unavailable. OTHER EXPENSES Misc. Expenses • The misc. expenses that can be reimbursed only if approved in	Rental Ver		· Upon pre-approval from EOU HR, candidates may make their own car rental arragements.								
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	Hosting Expenses		· 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%								
Reimbursement Form for Hosting, found at https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/			Reimbursement Form for Hosting, found at https://www.eou.edu/busserv/accounts-payable-documents-forms-and-policies/								
Inquiries should be directed to EOU HR- (541) 962-3548/carlsoh@eou.edu - or - Accounts Payable - (541) 962-3838/ap@eou.edu	Inquiries should	he directed	l to		(5/1) 962-35/9/carleah	<u></u>		or - Accounts P	avable - (5/1) 062 2020/ang		

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