

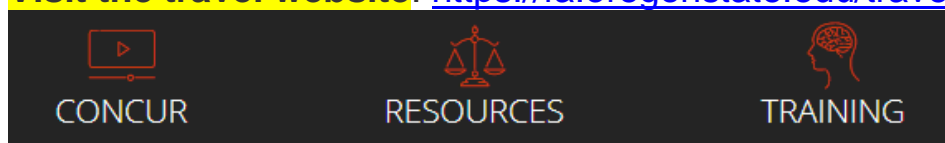
Travel Information and Resources

Concur Travel and Expense Login

- Direct Login: <https://login.oregonstate.edu/apps/concursolutions/>
- Or through [My Oregon State Dashboard](#); search for “concur” in the resources tab.

Support and Training

- For travel questions contact: travel@oregonstate.edu
- For Travel and Expense Card questions contact: procurement.cards@oregonstate.edu
- **For one-on-one help schedule a 15-minute or 30-minute meeting.** <https://outlook.office365.com/owa/calendar/TravelExpenseSupport@OregonStateUniversity.onmicrosoft.com/bookings/>
- **Visit the travel website:** <https://fa.oregonstate.edu/travel-and-expense>



- See the [training library](#) for videos, process documents and tip sheets.

Complete Your Profile

- **You must Create a Concur Profile:** go to “Profile” top left of the page, select Profile Settings. Verify email address, add personal travel preferences, and update emergency contact information.
- Profile instruction video: <https://fa.oregonstate.edu/training-videos>
Profile instruction document: https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/Baff/Travel/procdoc_userprofilesetup3.pdf

Request at Travel and Expense Credit Card

- Faculty and staff can request an OSU **Travel and Expense Card (T&E Card)** to use for university travel and business.
Grad students must have approval from their major professor to request a T&E card.
- **Credit Card Request video training:** <https://fa.oregonstate.edu/training-videos>
Credit Card Request instruction document: https://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/Baff/Travel/procdoc_creditcardrequest_v2.pdf
- **You must view this video prior to being issued a T&E card:** https://oregonstate.qualtrics.com/jfe/form/SV_6MwDWtYvnXJfq9U
- Cancel Credit Card: when leaving OSU you must submit a request through Concur to cancel your card.

In-State Travel

- In-state travel does not require a pre-trip travel request, including multi-day trips.
- Travelers can make [OSU motor pool reservations](#) for in-state travel directly with motor pool, charges are billed directly to their index. Travelers do NOT need to use Concur to make OSU motor pool reservations for in-state travel.

Concur Pre-Trip Requests for Out-of-State and International Travel

- **OSU employees and students must submit pre-trip requests for their OSU sponsored out-of-state domestic and international travel through Concur.**
- The [International Travel Registry](#) must be used for ALL international travel. This will ensure OSU students and employees are properly supported in case of emergency while traveling abroad.
- College of Ag Science Travel Authorization Policy:
https://agsci.oregonstate.edu/sites/agscid7/files/main/for-faculty/policy/cas_travel_policy.pdf

Booking Travel

- OSU's travel management company is **Corporate Travel Planners (CTP)**. Travelers may use the online booking tool in Concur or book directly with a CTP travel agent.
- Travel booking questions:
OSU Travel & Expense Office at travel@oregonstate.edu
visit the [OSU Travel & Expense website](#)
visit [CTP Contact Information](#).

FAQ:

Can a traveler can book directly with the airline instead of going through Concur?

Answer: Yes, but you must use the T&E card or direct bill.

OSU policy no longer states that a quote is needed to justify the cost of booking with the airline directly. The OSU policy states:

a) Those traveling on official university business are expected to use an economical and reasonable airfare.

b) Travelers are encouraged to book their flights through OSU's contracted Travel Management Company (TMC), either via the Online Booking Tool in Concur or by working directly with a TMC provided travel agent.

c) Travelers may choose to purchase airline tickets on their own from a third party.

- **A traveler choosing this method must use a university issued credit card or direct bill agreement to pay for the trip.**
- The traveler must use [Concur Triplink](#) to incorporate their itinerary into Concur.

d) Travelers are personally responsible for additional fees associated with airfare unless they are necessary for OSU's business needs or are outside the control of the traveler.

<https://fa.oregonstate.edu/fiscal-policy-program/03-140-401-travel>

Expense Reports:

How to: [Create A Travel Expense Report](#)

After your travel has ended, **you MUST submit a travel expense report** to reconcile any travel expenses on your Travel and Expense card or using your personal funds.

How to: [Create A Non-Travel Expense Report](#) (reimbursement request)

Submit a Non-Travel Expense Report to be reimbursed for expenses paid out-of-pocket or non-travel expense on your Travel and Expense Card (i.e., lab supplies, professional organization memberships).

You **MUST submit a non-travel expense report** to provide information on the business purpose for expenses and ensure charges are on the appropriate index(es).

Note: some charges on ARF accounts may still be processed via submission of receipts to the FST office.

Other Resources: <https://fa.oregonstate.edu/resources-0>

- Quick Reference Guide
- [GSA Travel Rates](#)
- [International Travel Registry](#)
- Mileage Rate for CY2022 is \$0.585 cent/mile
- Mileage Rate for CY2021 was \$0.56 cent/mile
- Currency Conversion - [OANDA](#) / [XE](#)
- [TSA / Real ID](#) - Deadline 05/23