

Fisheries and Wildlife Traveling 101

BEFORE LEAVING

If the traveler has not traveled or been reimbursed by OSU please check in with the Office Specialist 2 to verify if they are still an active vendor

*Pre-travel authorization will need to be completed for:

- ☆ **ALL** travel *outside* of Oregon – see travel coordinator for field site exceptions
- ☆ **ALL** International travel - If representing OSU the trip must be registered:
<http://international.oregonstate.edu/international-travel>

Select appropriate form depending on travel destination:

[Interactive travel for all travel types](#) (Within US)

[PDF download for Foreign Travel on Grants](#) (Outside US)

***When the completed form is signed return it to Christine Meiwes.

REIMBURSEMENT AFTER RETURNING

*Must be submitted *within 60 of travel*

*Business Purpose/Notes should include: where/why did you travel, who was with you, how you got there and back, and where you stayed. If using acronyms in trip description please write out the full name inside this section.

* How to access TRES: my.oregonstate.edu > ONID > Resources > type TRES into search bar.

TIP: We recommend clicking the heart to favorite the option for quick access in the future

- ✓ Be sure to select “**Christine Meiwes**” as the travel certifier
- ✓ After submitting the form electronically, turn in all applicable travel receipts (hotel, taxi, airfare, conference itinerary, and plane boarding passes, etc.) Food receipts do not need to be included as food will be reimbursed under the per diem section of the form. ([Click here for current per diem rates](#))
- ✓ If the traveler does not have an ONID account (temp. employees) we will need to create the travel reimbursement for the traveler

For additional resources please visit our [Employee Resources](#) webpage.