

Traveling 101

BEFORE LEAVING

*If the traveler hasn't traveled or been reimbursed by OSU in the past year they will need to complete and submit a [Vendor Activation Form](#)

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

- ☆ **ALL** travel *outside* of Oregon – see travel coordinator for field site exceptions
- ☆ **ALL** 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)

Note: Once you get to the end on the last page of the form and press "Continue" it should populate a .PDF document in a new browser window. If this does not happen, your authorization has not been created. This is usually caused when a pop-up blocker is enabled and the form has been blocked. If the pop-up blocker is not turned off, the site will not work correctly.

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.

*Log onto [TRES](#) with your ONID account information

- ✓ Be sure to select “Amber Ahlgren” 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) I will need to create the travel reimbursement for the traveler

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