



CHAPTER
VI

Board Administrative Procedures

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A Reimbursement of Trustee Expenses and Attendance at University Events

General

As provided in the Bylaws of Oregon Institute of Technology (University) a trustee performing his or her official duties is not acting as an employee of Oregon Institute of Technology and shall not receive compensation. A trustee may be reimbursed for reasonable expenses incurred in connection with the performance of official duties in accordance with University policy. Reimbursement of Trustee expenses is subject to review by the Secretary of the Board.

Attendance at Event in an Official Capacity

From time to time, Trustees may attend University events as part of the Trustee's duties and in an official capacity. Such events might include artistic performances, athletic competitions, speeches and other events for which there is ordinarily an attendance charge. When attending such an event, the Trustee is considered to be appearing in an official capacity and may be required to attend official functions or play an official role related thereto. Such tickets, and the reimbursement of any reasonable expenses related to the event, or University-identifying clothing or accessories that are worn by Trustees to raise awareness, are considered "reimbursement of expense," and not a "gift," for purposes of the Oregon Government Ethics law.

Procedure for Travel Arrangements

The Secretary will be the primary facilitator of travel arrangements for University events. Trustees must obtain advance approval by the Secretary. The below information is intended to be a general overview of travel information.

Hotels: Oregon Tech contracts directly with multiple hotels in the Klamath Falls, Medford and Wilsonville locations. If staying at one of these hotels, the hotel charge and applicable tax (but not additional incidental services) will be direct billed to Oregon Tech. The Secretary has a list of contracted hotels. If staying at a non-contracted hotel, Oregon Tech will reimburse only one room per night, up to the applicable per diem rate and tax. Additional incidental expenses or requested rooms for extra guests will be at the expense of the Trustee.

Transportation: Trustees may travel to University events by either common carrier (airline, train or rented vehicle) or personally owned vehicles. If by common carrier, the airline and vehicle rental can be direct billed to Oregon Tech. Additional information:

- *Vehicle Rental:* Oregon Tech has contracted rates with Enterprise and Hertz. The contract rates include insurance coverage and can be direct billed to Oregon Tech. The Secretary will make the reservation with Enterprise or Hertz.
 - If non-contracted firms are used, the full insurance package must be purchased at the time of rental and expenditure will need to be reimbursed to the Trustee.
 - Rental vehicles may only be used by the Trustee while conducting official duties on behalf of Oregon Tech. In accordance with University travel policy, guests of a Trustee (e.g. family members, children, spouses) may not travel with the Trustee in rental vehicles secured through Oregon Tech. In such circumstances, it is recommended that the Trustee travel using a personal vehicle.
- *Personal Vehicle:* If a Trustee travels using a personal vehicle, the Trustee may be reimbursed up to the then-current mileage reimbursement rate. Please note that in the event of an accident, the Trustee's insurance is the primary coverage.
- *Airlines:* Oregon Tech takes advantage of contracted discount rates airline travel coordinated through Azumano Travel. The contracts provide for consistent rates regardless of when the trip is booked. Tickets purchased through Azumano Travel may be direct billed to Oregon Tech. The Secretary will make the reservation through Azumano Travel.
 - Airline travel may be booked directly through an airline or other online travel services (Expedia, Priceline, etc.), however, the expenditure will need to be reimbursed to the Trustee.
- *Trains:* Train tickets may be purchased through Amtrak's general website. The Secretary will make the reservation with Amtrak.

Meals and Hosting:

- Meals: Trustees are eligible to receive reimbursement for non-hosted meals at the then-current applicable per diem rates. The per diem rates is inclusive of the cost of the meal and tips/gratuities. If claiming the per diem for meals, no receipts are required.
- Hosting: Trustees may host individuals or groups for functions approved in advance via a Hosting Form to be completed by the Secretary. Expenditures for hosting the event will need to be reimbursed to the Trustee. Please note that Oregon Tech funds may not be used for the purchase of alcoholic beverages or associated services (bartending). The Trustee will need to obtain a separate reimbursement for the alcohol related expenditures from the Oregon Tech Foundation. Please also note that Oregon Tech can only reimburse up to 15% for tips/gratuities.

Procedure of Reimbursement

All reimbursements are subject to the relevant University policy, which are generally based on General Services Administration rates. Trustees seeking reimbursement should coordinate with the Secretary's Office to review current policies relating to expenditure and reimbursements. As noted above, all reimbursements require the review of the Secretary. To receive reimbursement, Trustees shall submit to the Secretary the following information:

- The business purpose of the travel or expenditure
- Original receipts will need to be provided with the reimbursement request for the following items:
 - Vehicle Rental (unless direct billed to Oregon Tech)
 - Hotel Room and Applicable Tax (unless direct billed to Oregon Tech)
 - Parking/Toll charges
 - Airline or other Common Carrier Ticket (unless direct billed to Oregon Tech)
 - Baggage Fees
 - Hosted Events
 - Fuel
 - Any other miscellaneous expense to be reimbursed
- For use of a personal vehicle, actual mileage including a starting and ending address





Board of Trustees' Travel Request Form

Personal Information	
Traveler full legal name (must match photo ID)	
Preferred E-mail	
Work and Cell Phone Numbers	
DOB	
Driver License Number, State and expiration	
Address (City, State, zip)	
Travel Information	
Destination	
Preferred Departure date and time	
Preferred Return date and time	
Mode of travel (e.g., commercial air, rental car, personal vehicle)	
Will you need arrangements made for you? Please specify commercial air, lodging, rental car, etc.	
If air travel, seating preference (e.g., aisle, window, center)	
Rental car pick up and return location (e.g., home, airport, other)	
Rental vehicle preference (vehicle type)	
Lodging Information	
Room preference (e.g., location, amenities, number/size of beds)	
Smoking preference	

Return to: sandra.fox@oit.edu or by fax: 541-885-1101