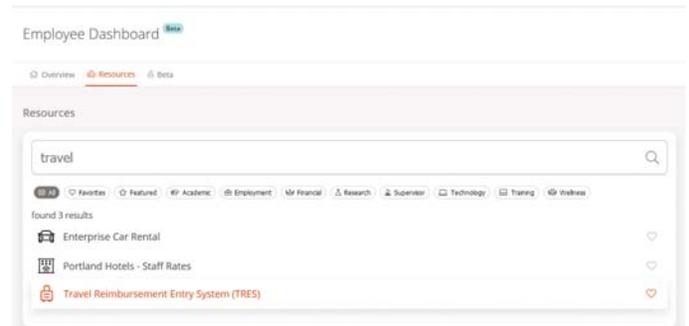


# TRES Checklist



- ★ Remember to submit a **travel authorization form** to Dianne Simpson prior to the trip ([Domestic form/International form](#))
- ★ You are encouraged to **book flights** via [Cl Azumano](#) (direct-billed to University)
- ★ Reimbursement can only take place **after** a trip has been completed
- ★ **One** trip per reimbursement request (a single trip with multiple locations is ok)
- ★ Turn in request within **60 days** of trip's conclusion and within same fiscal year (end of June)
- ★ If you have **only mileage** from multiple trips, it is acceptable to submit those trips on a combined request (ex. you drove to a location three times in one week). The 60-day deadline remains.

- To Access TRES** – My.OregonState.Edu > click on Resources tab > search for travel or TRES and choose Travel Reimbursement Entry System (TRES). I suggest first clicking on the heart to the right of it to add it to your favorites list.



- Select “Callahan, Kimberly” as the person to submit the TRES to. *If you don't select me, then I have no way to access it.*
- Trip ID** – formatted with date first, location second (ex. 042218Wakanda)
- Trip Description** (brief, precise trip description such as “Present research at XYZ National Conference.”) Always specify the full conference/meeting name.
- Business Purpose/Notes** (more detailed description such as “Presented ABC Research at XYZ Conference in Podunk and met with collaborators in Modunk about Project Petunia.”) An auditor should be able to tell why that fund paid for that trip and its benefit. \*\*\*\*\*This section is under additional scrutiny by approvers.\*\*\*\*\*
  - This is also the place to note any direct-billed expenses, specify fund being used, expenses covered by outside sources, or irregularities (such as “Following conference I spent three personal days in Duckburg before flying home.”)
- Itinerary** – Include hotel room charge only and list taxes/fees in Other Expenses section (unless International.) If not including hotel please provide explanation in Business Notes area (such as “Prepaid hotel on p-card” or “Stayed at my friend Yoda’s hut – no charge.”) Clicking “include meals” and “populate itinerary” fills in per diems below.
  - If hotel charged different rates for different nights, leave the “Hotel Rate” box empty at the top of the itinerary and then fill in the individual rate below.
  - If you pay for someone else’s hotel room, list only your room under Itinerary and list the other person’s name and hotel room under Other Expenses. Also include note in Business Purpose/Notes section (“Paid for Diana Prince’s hotel room.”)



- If multiple people shared cost of lodging: the person who paid will request reimbursement. In the Accounting section they can charge the split amount(s) to the appropriate Index Code(s). TIP: If using Air BnB you can [split](#) the amount between each guest during the reservation process.
- If conference or other entity provided a meal, then change per diem amount to 0. Do not otherwise change the per diem amount.
- This is a good spot to **Save** the form before you continue working on it.
- **Airfare or Mileage** – if not including please provide explanation in Business Purpose/Notes area (such as “Flight direct-billed” or “Hitchhiked ride in clown car.”)
  - Always submit copy of flight itinerary even if not requesting reimbursement
  - For mileage, Corvallis (OSU) is typically considered the trip’s starting point.
- **Other Expenses**
  - List lodging taxes/fees here (can be combined into a single amount.)
  - If not including conference registration fee please provide explanation in Business Purpose/Notes area (such as “Organizers waived fee”)
  - If you purchase research supplies/equipment during trip directly related to the trip (e.g. stakes and flagging tape) you may put that expense here.
- **Accounting**
  - Enter the Index Number then click “Calculate Total”
  - “Claiming only total” – use this area if you feel for example that the per diem was too high or if an outside entity partially paid for an expense
  - FS015C, FX0120, and FG357N: specify the fund or activity code in Business Notes
- **Save** the form! Note that saved, but not submitted, forms remain available to you.
- **Receipts & documentation** (such as itemized hotel bill, conference agenda, etc.)
  - Tip: take a clear, readable cellphone photo of receipts immediately as a backup in case you lose the receipts in transit
  - Receipts must show: date, what was paid for, total, and “proof of payment”
  - If printing items from computer, please print single-sided when possible
  - If forwarding copies of receipts, email to [kimberly.callahan@oregonstate.edu](mailto:kimberly.callahan@oregonstate.edu)
  - Include conference schedule. A conference registration receipt may be requested.
  - Tape small receipts (don’t staple!) to an 8.5x11 sheet of paper.
  - If missing a receipt, you will need to fill out a Missing Receipt Affidavit
  - For international travel in which you paid in local currency, you will need to show how you arrived at USD amount (OANDA or Xe have historical daily rates)
- **Submitting Form** – double check “Callahan, Kimberly” is selected at the top of the form
  - Once you submit the form, you are no longer able to access it
- **Signatures** – After verifying information, you will receive a DocuSign version for your signature. Please notify me immediately of any corrections or omissions.

## **TRES FAQ - What if....?**

### **I want to pre-pay certain travel expenses?**

Smart! Expenses that can be direct-billed or pre-paid: basic economy airfare, airport shuttle, conference registration fee, lodging within per diem *may* be able to be set up for departmental credit card payment or direct-billing (if conference registration is also paid on purchase card), car rental or OSU motor pool.

### **I recently changed my address?**

First, make sure you have updated it with OSU (My.OregonState.Edu>Resources>search for Employee Dashboard>click My Profile) Next, see if the new address appears when you start a new TRES form (you may have a drop-down box to select an address). If it does not show, email Kim with your new address to request a vendor address update.

### **I paid for someone else's hotel room?**

List the charges for their hotel room under "Other Expenses" and make a note in the "Business Purpose/Notes" section. Please do this sparingly. You can usually also have a hotel split the charges when you are checking out so you each pay your share.

### **When I click "populate itinerary" nothing happens/wrong amounts display?**

TRES is very particular about how locations are entered. States/Countries should be abbreviated and cities may need to be entered differently. Refer to the [Per Diem charts](#) for details on how locations should be entered.

### **My hotel cost was over the allowable amount?**

In Portland, actual hotel cost is accepted. If the hotel was the "conference hotel" then include documentation showing that and include the overage under "Other Expenses." If the hotel was not a "conference hotel" but was recommended by the organizer, was the only hotel with vacancy, or only hotel in the vicinity, include documentation showing that and include overage under "Other Expenses." Otherwise difference won't be paid.

### **Several of us shared lodging and want to split the cost?**

The person who paid for the hotel room should request reimbursement (you can also split cost at hotel check out.) The split amount(s) can be charged to the appropriate Index Codes in the "Accounting" area. Be sure to make a note in the "Business Purpose/Notes" section in each TRES form. If using Air BnB, you can have the cost split among guests during the reservation process. If you have questions about shared lodging and payment, please ask BEFORE booking! ➡

**I stopped at a hardware store during trip to buy supplies for fieldwork?**

List that amount under “Other Expenses” and submit itemized receipt.

**I think the per diem is too generous?**

Deduct whatever amount you think is appropriate from the Grand Total and enter the new total in the “Claiming Only” box. Make a note in “Business Purpose/Notes” area such as “Claiming less than per diem.”

**The cost of something was partially paid by another entity?**

Make a note of that in the “Business Purpose/Notes” section and, if room, in the Notes field of the item. Using “Claiming Only” field as necessary to reduce charge.

**I didn’t receive a receipt showing I paid for the item?**

Some companies can send a receipt upon request (airport shuttle for example.) If it was an online transaction, you may be able to go to the website and find a receipt. You can submit a credit card or banking statement showing the transaction (you can black out irrelevant charges if you wish) along with the confirmation email, or, if you have no confirmation email or other record of the transaction you will need to fill out a Missing Receipt Affidavit form.

**I paid for another traveler’s meal?**

Include under “Other Expenses” at actual cost and submit copy of the itemized receipt. You cannot claim their per diem amount. Please do this sparingly.

**I forgot to include something or need to make changes after I submit the form?**

Alert Kim immediately. She can make changes to your form if it has not been submitted to the Travel Administrator.



If several students are traveling together, they may be eligible to use the Student Group Travel Card for *group* purchases (see Blaine.)