



**NO. 3003 TRAVEL PROCEDURES**

1.0 Travel Authorization:

1.1 All official travel must have prior approval. Travel Authorization forms will be used to obtain this authorization. Travel Authorization forms are completed by the individual requesting travel. The Travel Authorization is signed by the Department Head and the President Cabinet member of the appropriate accountability area. Authorizations for President's Cabinet members are to be approved by the President. All copies of the Travel Authorization forms are forwarded to the Finance Office for the assignment of a Travel Authorization number and determination of available funds. If funds are available, the Travel Expense is encumbered and approved by the Director of Finance and the copy is returned to the person requesting the travel. The approved Travel Authorization form should be in the Finance Office at least one (1) week prior to the date the travel is to commence.

2.0 Airline Tickets:

2.1 The College makes direct purchases of commercial airline tickets for the use of the employees in approved out-of-state travel. Each claim submitted to the Director of State Finance for the payment of such purchase shall bear the airline identifying ticket number, the name of the airline, total cost of each ticket purchased, class of accommodation, social security number, and name of the employee for whom the ticket was purchased. For airline reservations, the accountability unit secretary must make all such travel arrangements. No one will be reimbursed for airline tickets not arranged by designated personnel. A Travel Authorization form must be completed (see Travel Authorizations). These forms are filled out by the accountability unit and sent to their appropriate President's Cabinet member. The proposed airline travel arrangements are then made through the designated travel agency by the appropriate accountability unit. All copies are sent to the Finance Office (with the airline travel itinerary attached). The Finance Office retains appropriate copies and forwards copies along with the itinerary to the Administrative Assistant to the Vice President for Business and Finance who confirms the travel arrangement with the travel agency. Copies along with the ticket are returned to the appropriate accountability unit. In the event that the employee is unable to travel, the Office of the Vice President for Business and Finance shall be notified.

3.0 Receipts Required:

3.1 Lodging receipts, showing a zero (0) balance unless it is to be paid by Purchase Order, from a motel, hotel, or other public lodging place must accompany claim for reimbursement. If the lodging receipt indicated more than one person occupied the room, the receipt must show the single rate.

3.2 Claim for reimbursement of registrations fees must be supported by a receipt.

- 3.3 Reimbursement for official use of leased or rented automobiles must be supported by a receipt indicating miles traveled.
- 3.4 Parking Fees
- 4.0 Reimbursement Rate Provisions:
  - 4.1 Travel status for the purpose of meals and lodging shall be defined as absence from the office or employee's home area and/or official station area while performing assigned official duties.
- 5.0 Lodging:

Reimbursement for lodging on out-of-state trips shall not begin more than 24 hours before or continue more than 24 hours after the objective of the trip, such as a meeting, workshop, conference, etc. If lodging is furnished as a package plan, reimbursement may be based upon a receipt but the daily rate cannot exceed the rate (shown below) established by Law.

  - 5.1.1 Reimbursement for overnight lodging while in official travel status may be made, based upon a receipt issued by a motel, hotel, or other public lodging place, as follows:
  - 5.1.2 \$40.00 per night within the State of Oklahoma or the actual cost if lower. \$40.00 per night out of the State of Oklahoma or \$65.00 in specific high rate geographical areas (see #3 for listing of areas).
  - 5.1.3 College employees attending out-of-state meetings, workshops, conferences, or other objects of trips which are conducted at a designated motel, hotel, or other public lodging place, shall be reimbursed the actual lodging expense not to exceed the single occupancy rate charged by the designated motel, hotel, or other public lodging place, provided that said officers or employees are in official travel status approved by the agency head or their designate. Receipts issued by the motel, hotel, or other public lodging place, shall accompany claims for reimbursement.
  - 5.1.4 The Legislature has recognized areas where the standard reimbursement is not sufficient to pay lodging cost and has provided for a higher allowable lodging reimbursement rate within certain out-of-state areas as follows: \$65.00 per night out of the State of Oklahoma or the actual cost, if lower, in these following areas:
    - Anchorage, Alaska
    - Baltimore, Maryland
    - Atlanta, Georgia
    - Boston, Massachusetts, including all locations within Middlesex, Norfolk, and Suffolk Counties
    - Chicago, Illinois, including all locations within Lake and Cook Counties
    - Dallas and Fort Worth, Texas, including all locations within Dallas and Tarrant Counties
    - Denver, Colorado, including all locations within Denver, Adams, Arapahoe, and Jefferson Counties
    - Detroit, Michigan
    - Honolulu, Hawaii
    - Houston, Texas including all locations within the corporate limits of Houston
    - Kansas City, Missouri and Kansas City, Kansas
    - Los Angeles, California, including all locations within the Los Angeles, Orange and Ventura Counties

Miami, Florida, including all locations within Dade, Broward, Palm Beach, and Monroe Counties

Minneapolis-St. Paul, Minnesota, including all locations within Anoka, Hennepin, and Ramsey Counties

New Orleans, Louisiana, including all locations within Jefferson, Orleans, Plaquemines, and St. Bernard Parishes

New York, New York, including all locations within the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island, and the counties of Nassau and Suffolk Newark,

New Jersey, including all locations within Bergen, Essex, Hudson, Passaic, and Union Counties Philadelphia, Pennsylvania, including all locations within Philadelphia, and Bala Cynwyd, Pennsylvania, and Pittsburgh, Pennsylvania

St. Louis, Missouri

San Diego, California, including all locations within San Diego County

San Francisco and Alameda Counties

San Jose, California, including all locations within Santa Clara County

Seattle, Washington, including all locations within King County

Washington, D.C., including all locations within the corporate limits of Washington, D.C., the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia, and the counties of Montgomery and Prince Georges in Maryland

The lodging receipt accompanying the claim for reimbursement in any of the out-of-state high rate geographical areas must bear sufficient information to identify the high rate area. If the vendor's receipt does not sufficiently identify the public lodging place as being in one of the above named cities, counties, or parishes, the claimant or approving officer must enter the following certification on the front or back of the receipt:

I certify that the public lodging place named by this receipt is located in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_.

Signature

6.0 Meal Expense:

Reimbursement for meals shall be made for periods which include overnight status only. A reimbursement for documented meal expenses, per day, cumulative, while in official travel status shall not exceed twenty-five dollars (\$25.00) within the State of Oklahoma and twenty-six (\$26.00) outside of the state. In computing reimbursement for meals, a day shall be a period of twenty-four (24) hours. Reimbursement for each one-fourth (1/4) day consisting of six (6) hours or major fraction thereof, more than three (3) hours, may be made at the rate of six dollars and twenty-five cents (\$6.25) in-state and six dollars and fifty cents. (\$6.50) out-of-state. If meals and lodging at a meeting, workshop, conference, or other objects of travel are furnished as a package plan, reimbursement may be made, based upon a receipt, but at a daily rate of not to exceed the total daily rate provided by Law.

7.0 Transportation:

7.1 In-State: Travel by privately owned vehicle may be reimbursed at a rate not to exceed \$0.31 per mile, based on the distance set forth in the latest Transportation

Commission Road map. Vicinity travel must be entered on travel claims as a separate item. When reimbursement is claimed for the use of a privately owned vehicle, the approving officer of the agency, by the approval of the claim, is certifying that no agency-owned vehicle was available for use. A Vehicle Request Form denied by Physical Plant must accompany the Travel Reimbursement Form. Travel by railroad, bus, or other such public conveyance will be reimbursed at a rate not to exceed the normal charge of conveyance, and in no instance shall the rate exceed coach airplane fare. Local transportation costs in-state will be reimbursed only upon justification as to the necessity for its use.

- 7.2 Out-of-State: Regardless of the mode of travel (including privately owned vehicle), reimbursement for out-of-state transportation costs shall not exceed that of coach airplane fare. Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs. Reimbursement for leased or rented automobiles will be made provided appropriate receipts are made available for the filing for reimbursement.

8.0 Miscellaneous Expenses:

Reimbursement claimed for miscellaneous travel expenses, such as communication charges and registration fees for attending workshops, conferences, etc., must be itemized. Reimbursement for communication charges incurred during in-state travel must be justified as to the necessity. Reimbursement claimed for necessary parking and turnpike fees incurred for the use of a privately owned automobile for official state business must be itemized.

Reimbursement of registration fees to employees and authorized officials attending workshops, conferences, meetings, etc., on state business must be listed as a miscellaneous expense. When meals are provided and included as part of the registration fee, the travel claim shall be treated as follows:

- 8.1 If the claimant is in travel status, one-fourth (1/4) of one day's per diem allowance shall be deducted for each meal provided and included in the registration fee. The underlying philosophy for this procedure is the fact that the state has paid (or will pay) for the meal(s) once within the registration fee. The reduction percentage of one-fourth (1/4) instead of one-third (1/3) is derived from the philosophy that per diem covers meals. If not in travel status, the claimant would not be entitled to per diem, therefore no adjustment for meals would be required, even though they may be provided in the registration fee.

NOTE: "Continental breakfasts" and refreshments, such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals for the purpose of this procedure.

- 8.2 Exceptions may apply where special circumstances prevented the claimant from participating in the function at which the meal was provided. These could include such situations as special dress requirements, diet restrictions, transportation availability, etc. Exceptions would not be permissible in instances where the claimant merely chose not to attend the function in preference for some other activity. For Office of State Finance auditing purposes, a signed statement by the claimant of his or her non-participation in the meal function must be included on the claim form or in the claim packet.

- 8.3 Reimbursement of expenses for optional activities that may be included at additional and separate cost must be itemized on the claim form as essential and necessary related miscellaneous expense. The signature of the approving authority on the claim form shall attest to the business necessity of the claimant's participation in the activity.
- 8.4 When it is necessary to file a separate claim for reimbursement of the registration fee through assignment, both the claim for the registration fee and the claim for per diem must be cross-referenced and a copy of the related claim attached to each.
- 8.5 Registration Fees to be Paid by the Agency:
  - 8.5.1 Invoices for registration fees to be paid by the agency must show the name and date(s) of the conference, workshop, meeting, and name(s) of the person(s) who attended, etc.
  - 8.5.2 If meals were included in the registration fee and the person(s) was in travel status, the claim must include a statement similar to: "The per diem allowance filed on related travel claim(s) will be (has been) adjusted accordingly." If applicable, the number of meals provided as the basis for adjusting the per diem allowances should also be indicated on the claim form, with reference to the related travel claim(s) number.
  - 8.5.3 The related travel claim(s) should reflect that the registration fee is being paid by the agency and it (they) should be adjusted downward to reflect any meals provided.
  - 8.5.4 When possible, the agency's and claimant's claim numbers should be cross-referenced and a copy of the related claim form attached to each.
- 9.0 Filing for Reimbursement:
  - 9.1 Request for reimbursement for travel must be submitted on a State of Oklahoma Travel Voucher. The single page is to be used as a worksheet. After the worksheet form is completed, it must be signed by the person requesting reimbursement in the space marked "claimant." The completed worksheet form and all receipts must then be sent to the Finance Office for processing. When the two-part travel voucher has been completed by the Accounts Payable personnel, the person requesting reimbursement will be called to the Finance Office to sign the voucher, in the place marked "claimant," in front of a Notary Public.

Applicable Laws: 74 O.S. Supp. 1989 § 500.1 - 500.18

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