

TRAVEL INFORMATION

OVERNIGHT TRAVEL STATUS, PER DIEM, AIRFARE,
LODGING, LOCAL TRANSPORTATION, AND
MISCELLANEOUS EXPENSES

OVERNIGHT TRAVEL STATUS

- Overnight Travel Status is required for a traveler to be reimbursed for lodging, per diem, or for OCCC to pay for the traveler's lodging with P-card or direct pay.
- A traveler is eligible for overnight travel status when the destination/object of travel is over 60 miles away from their duty station.

- Overnight Travel Status can be approved for less than sixty miles if the traveler has a valid exception. Travel Coordinator will need to seek approval prior to the trip from Oklahoma Management Enterprise Services Travel if the traveler expects to meet an exception and need for overnight travel status.
- A schedule of the event, an email showing the start and end times, or some other form of documentation is required for any overnight travel status that cannot be explained as routine state business.
- If a traveler is traveling to a location outside of the Continental United States (all foreign locations including Alaska and Hawaii), travel status may not begin more than two calendar days before the start of the event and shall not continue more than two days after the event.

- Overnight Travel Status can be put on hold for personal time. Subject to prior approval from a supervisor, the per diem can be paid for up to one calendar day before and after an event. The traveler can travel to a location, then pause their travel status for personal time, and resume travel status once the event starts, so long as this total travel time does not exceed one calendar day. Travelers can do the same after an event, pausing travel status for personal time, and then resume travel. Please explain and note the exact times should you consider this.
- Overnight Travel Status can be extended if something beyond the claimant's control occurs to delay their return, such as flight cancellations, inclement weather, or natural disasters. Please note and provide documentation after travel, like the cancellation notice from the airline. PLEASE NOTE: Extended travel times (weather, flight cancellations, etc.) in connection with personal leave will NOT be reimbursed. Reimbursements in these instances will be limited to the One Calendar Day Rule.

PER DIEM

- Per Diem is used to cover meals and incidental expenses related to overnight travel status. Per diem is used in lieu of any reimbursement of actual costs and is the state's method of covering those expenses. The Per Diem rate is determined by the location of the event, not the location of the lodging. The Government Services Administrations Meals and Incidentals reimbursement rate is used for this calculation and can be found on the [GSA website](#). You can search using the interactive map for a state, or by entering the zip code of the event. Select the right fiscal year for when the travel will occur/occurred. The website will show statewide rates, and sometimes higher rates for metropolitan areas, including suburbs and towns nearby, in which case the towns sharing a county with those higher rates are included.


- Per diem daily rate is calculated to cover breakfast, lunch, dinner and any tips or taxes.
- For per diem purposes, when meals are provided through the cost of registration or otherwise through the travel arrangements, meals will be deducted based on the amount listed on the [GSA website](#). Continental breakfasts will be deducted if they are included in the cost of registration. Hors d'oeuvres provided at a reception do not count as meals.

Per diem deduction example:

M&IE Breakdown

M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

¹ This column lists the full daily amount federal employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.

² The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#)  for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

³ This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

- If an employee cannot partake in a provided meal due to one of the following reasons, the meal does not need to be deducted:
 - Medical diet restrictions such as doctor's ordered or food allergy
 - Religious restrictions
 - Ethical restrictions
 - Lack of transportation to meal
 - Conflicting meeting with scheduled mealtime.

AIRFARE

- Airfare is the default means for out-of-state travel. OCCC uses Journey House Travel, who has the current state contract. The OCCC Travel Coordinator will book and purchase all airfare using the OCCC Travel Coordinator PCard.
- If the traveler chooses to drive and there is not a campus vehicle available, use of a personal vehicle is allowed with special permission from their supervisor for mileage reimbursement. There will be a cost comparison for airfare taken before the travel occurs and this will be the maximum reimbursable amount for the mileage claim. If a campus vehicle is available, there should be no mileage reimbursement without special permission from their President's Cabinet Member.

- The Travel Coordinator will book the lowest cost airfare, schedule appropriate airfare available within one calendar day, or two calendar days for international travel. If a flight is delayed or canceled due to circumstances outside the traveler's control, Overnight Travel Status can be extended past the One Calendar Day Rule to ensure the traveler still receives per diem and lodging. This is only applicable to situations outside their control. If a traveler does not want to take a particular flight due to weather, or has taken personal time that has altered the one calendar day rule already, then the travel time cannot be extended past the usual one calendar day.
- The traveler can self-purchase airfare with special permission from their supervisor and President's Cabinet Member. If the self-purchased ticket includes frequent flyer miles, it is not reimbursable to the traveler by OCCC unless miles accumulated are used to purchase future travel for OCCC related business. There will be a cost comparison for airfare taken before the travel occurs and this will be the maximum reimbursable amount for the airfare claim.

LODGING

- Lodging will be paid by OCCC Travel Coordinator with OCCC Travel Coordinator PCard. The lodging must meet designated lodging criteria.
 - Designated lodging means the sponsor of an event, conference, or meeting has designated one or more motels or hotels with blocked rooms and rate reductions for the event OR the event is being held at the hotel or motel. The single occupancy room rate charge can be used as the reimbursement rate in this case.
 - Designated lodging must be verified by an accompanying brochure or schedule for the event.
 - Designated lodging is not the same as a list of recommended hotels or motels from the sponsor, because it does not meet the room block and reduced rated requirements. Travelers should be careful to distinguish between the two.

- If there are no more designated rooms available, the traveler may have lodging elsewhere for up to the designated rate in the designated hotel.
- Shared lodging expenses for the purpose of reimbursement have three options.
 - The hotel may provide individually billed receipts, splitting the reimbursement.
 - Each employee may provide a copy of the hotel receipt and claim one-half of the total.
 - One employee may pay the entire lodging amount and seek reimbursement for the total bill.
- The traveler will need to provide a personal credit card at the time of check-in for incidental expenses.

LOCAL TRANSPORTATION AND RENTAL CARS

- Local transportation includes things like UBER, taxis, LYFT, shuttles, or subway services. Limousine services are not reimbursable.
- Any local transportation expenses that do not immediately appear to have a business purpose will need documentation as to why the expense should be reimbursed.
- Tips for transportation can be reimbursed up to 20% of the total fare.

- Special permission from a supervisor is necessary for a rental car. Rental cars should only be used if a cost comparison shows that the cost of a rental car is less than local transportation to and from the airport or to and from the meeting site if the conference or meeting is off-site and not within walking distance from the hotel. Rental cars should only be used for state business and not sightseeing. Use of a state contracted vendor for car rentals is required.
- If you would like to use the same rental vehicle during the personal time before or after an event, check the vehicle in and end the state contract on it, then check the same vehicle out on your personal expenses rather than try to prorate the amount.

MISCELLANEOUS EXPENSES

- Miscellaneous expenses include all other business expenses that are not covered by mileage, per diem, lodging, local transportation, or public transportation (airfare). Common miscellaneous expenses include tolls, parking, baggage fees, and gas for state and rental vehicles if a P-Card is not available. Any single expense will require a receipt, and if no receipt is available, the maximum reimbursable amount for that expense is \$25.
- If a receipt is lost, the traveler will need to fill out a lost receipt form which can be found on the OCCC Purchasing website under Travel.

- If the traveler can provide a statement from the vendor verifying the expense, or a screenshot of a credit card or bank statement listing the expense and the vendor, the amount would not be limited to \$25 and could be reimbursed as usual.
- Registration fees for events are also common miscellaneous expenses, however, registration fees should be paid by the Travel Coordinator using PCard or by Accounts Payable if the vendor will accept a purchase order for promise of payment after the event. It is important to note that separate registration fees for optional activities are not reimbursable or covered under travel expenses.

INFORMATION

- Travel Request/Authorization Form and Lost Receipt Form: <https://www.occc.edu/purchasing/travel>
- GSA Website for per diem: <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>
- Travel Coordinator - Carolyn Wittenbach, ext. 7551, email: travel@occc.edu