

OCCC Travel Procedures Training Manual

Introduction

This manual provides a comprehensive guide to the travel authorization and reimbursement process for OCCC employees. It covers the procedures for obtaining approvals, making travel arrangements, and submitting claims. Follow these steps to ensure compliance with OCCC policies and procedures.

Step 1: Travel Authorization

1.1 Gather Information

- **Complete the Travel Authorization Worksheet:** Travelers should fill out as much of the worksheet as possible before sending it to the Travel Coordinator.
- **Travel Coordinator's Role:** Complete the remaining budget information using data from the conference website and refundable airfare quotes.

1.2 Contact Information for Travel Arrangements

- **Journeyhouse Travel**
 - **Vendor #0581769**
 - **Phone:** 405-463-5800 | Toll Free: 1-800-251-6559 (8 a.m.–5 p.m. CST/Mon.–Fri.) | 24/7 Emergency Only: 1-866-803-5418 (Access Code SF8N0)
 - **Contact Persons:**
 - Robert Scoles: robert@journeyhouse.com | 405-463-5871
 - Caitlyn Jones: caitlyn@journeyhouse.com | 405-463-5824
 - Marta Valle: marta@journeyhouse.com | 405-463-5826
 - Nanci Dietz: nanci@journeyhouse.com | 405-463-5827
- **Enterprise Car Rental**
 - **Vendor #0660605 | Account Number XZ5178F**
 - **PCard required**
- **Hotels**
 - **Vendor # | Hotel**
 - 686366 | Hilton
 - 685873 | Hyatt Regency
 - 686647 | Fairfield Inn & Suites

- 686760 | SpringHill Suites
- 523711 | Choctaw Casino Hotel
- 687166 | Marriott
- 687207 | Westin Hotels
- 687550 | Hampton Inn
- 688008 | Hyatt Hotels
- 690906 | Moxy Hotels
- 691206 | Wyndham Hotels
- 691471 | La Quinta
- **Airlines (Booking outside Journeyhouse)**
 - **AMERICAN** | Vendor #340826
 - **DELTA** | Vendor #581757
 - **SOUTHWEST** | Vendor #152003
 - **CONCUR** | Vendor #581770
 - **UNITED** | Vendor #341091

1.3 Obtain Necessary Approvals

1. Approval Process:

- Obtain necessary approvals from the Department Head and possibly the traveler's supervisor.
- Ensure all travel is within OCCC and Oklahoma Statewide Accounting Manual guidelines.

2. Document Preparation:

- Create a travel file to keep all printed travel information for the travel claim.

Step 2: Requisitions/PCard Procedures

2.1 Create Requisitions

1. Travel-Related Purchases:

- Create requisitions and obtain purchase orders before booking or reserving travel.
- **Create a Requisition:** [OCCC Purchasing Requisitions](#)

- **Vendor Information for New Vendors:** [OCCC Vendor Information](#)

2. PCard Procedures:

- For purchases like hotel and registration using a PCard, vendor information forms are not necessary. Notify Purchasing for PCard-only vendors.
- **PCard Policies and Procedures:** [OCCC PCard Information](#)

2.2 Coding Form

1. Registration Requisition:

- Check if the conference accepts purchase orders.

2. Hotel Requisition:

- Estimate costs including taxes, hotel fees, and parking. Use the tax exemption letter for hotels in Oklahoma.

3. Journeyhouse Requisition:

- Obtain a refundable quote from Journeyhouse. Include a line for the flight quote and a \$25 fee.

4. Per Diem/Local Transportation/Airport Parking/Baggage Fees:

- Estimate per diem based on GSA rates and include local transportation and parking fees.

5. Mileage Expenses:

- Calculate mileage from work location to the conference and back using Google Maps.
- **Current Rate:** \$0.70 per mile (as of 01/01/25).

Step 3: Booking Travel

3.1 Register Traveler

1. If Conference Accepts Purchase Orders:

- Send PO to vendor. After the conference, send the signed invoice to Accounts Payable at accountspayable@occc.edu with a copy of the PO.

2. If Conference Requires Pre-Payment:

- Obtain the pre-payment form from the vendor [Conference Form](#).
- Pay with the travel coordinator's PCard.

3. Documentation:

- Print receipts for the travel file and PCard reconciliation.
- Send registration confirmation to the traveler.

3.2 Book Hotel

1. Reservation Details:

- Send reservation information to the traveler.
- If early payment is required, charge the PCard before the conference.

2. Credit Card Authorization:

- Complete and return the credit card authorization form to the hotel.
- Keep a copy of the verification in the travel file and send one to the traveler.

3.3 Book Airfare

1. Refundable Airfare:

- Notify Journeyhouse to book the flight and charge the PCard.
- Send the ticket/itinerary to the traveler.
- Print invoice copies for the travel file and PCard reconciliation.

3.4 Per Diem and Miscellaneous Expenses

1. Communicate Coverage:

- Inform the traveler of per diem and miscellaneous expenses covered.
- Tips for local transportation are reimbursable up to 20%. Meal receipts are not needed.

Travel Procedure Information

4.1 Travel Authorization

- **Approval Required:** All official travel must be pre-approved using the OCCC Travel Authorization Form.
- **Airline Tickets:** The College arranges refundable commercial airline tickets. No reimbursement for tickets not arranged by the Travel Coordinator unless approved.

4.2 Lodging

- **Booking:** The College directly purchases lodging. Travel should not start more than 24 hours before or end more than 24 hours after the trip objective. Use receipts for reimbursement.

- **Rates:** Current lodging rates available at [GSA](#). (Note: Conference hotel rates do not apply to the GSA rates.)

4.3 Per Diem (Meal Expense)

- **Reimbursement:** For overnight status only. The reimbursement is based on the daily allowed expense as per OMES. No meal receipts required. Current rates at [GSA](#).

4.4 Transportation

- **In-State:** Use OCCC motor pool or rental vehicle if necessary. Reimbursement for fuel with receipts.
- **Out-of-State:** Transportation costs reimbursed up to the cost of coach airfare.

4.5 Miscellaneous Expenses

- **Reimbursement:** Includes baggage fees, local transportation, and parking. Receipts required. Reimbursement up to the cost of normal conveyances.

4.6 Applicable Law

- **Legal Reference:** 74 O.S. Supp. 1989 § 500.1 - 500.18
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Post-Travel Procedures

5.1 Travel Claim Submission

1. **Complete the Per Diem [Meal Form](#):**
 - Compare meals marked by the traveler to the conference agenda. Obtain explanations if needed.
2. **Include in Claim:**
 - [Travel Claim Form 19](#)
 - **Purchase Orders and Invoices**
 - **GSA Printout for Per Diem Rates**
 - **Receipts for Reimbursable Expenses**
 - **Conference Agenda**
 - **Completed and Signed [Travel Authorization Worksheet](#)**
3. **Submit Claim:**
 - Send the completed claim with all supporting documents to Craig Sisco at Michael.c.sisco@occc.edu for approval.

- After approval, A/P will voucher the claim and notify the traveler to pick up the check and sign the final travel claim.
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