

TRAVEL RULES

Travel expenses fall under the category of discretionary spending. Compliance with State Travel Guidelines is essential in order to safeguard taxpayer dollars.

- A Requisition for Travel form **must** be completed for all travel that is reimbursed through the State of Oklahoma including registration, lodging, tolls, mileage, etc. The requisition form can be obtained from the NOC Portal. **THIS FORM SHOULD BE FILLED OUT AND APPROVED BY THE PRESIDENT 2 WEEKS PRIOR TO DATE OF TRAVEL.** The employee is responsible for verifying that the Requisition for Travel form has been received in the Office of Financial Affairs.
- A copy of the meeting information must be attached to the travel requisition. Included in that information should be the name and dates of the conference, conference site, brief agenda, designated lodging, price, and number of meals included in the registration. Brochures, letters, emails or other documentation is required. Failure to provide required documentation or information will delay the processing of the travel reimbursement and may result in a reduced reimbursement.

Purchase Order

- After travel is approved by the President with a signed requisition, contact the Office of Financial Affairs if a purchase order needs to be prepared and sent for registration and/or lodging. If the lodging will accept a purchase order, the employee must make their own reservations and guarantee the rooms with their personal credit card. The employee must also specify on the Requisition for Travel that the lodging will accept a purchase order and must supply the lodging name, address, phone number and fax number.
- If the employee pays their own registration and/or lodging, the original signed receipt(s) must be turned in with the Request for Travel Reimbursement form. The employee cannot be reimbursed until after the trip has occurred.

Airfare

- The Office of Financial Affairs can purchase airfare. A Flight Request form must be completed and submitted to the Office of Financial Affairs with the Requisition for Travel form. If the employee chooses to arrange and pay for their own flight, it must be done **after** the requisition to travel has been approved by the President. After the trip is completed, the employee should turn in their original signed receipt for airfare, showing a zero balance, and how the flight was paid.

Mileage, Local Transportation, & Rental Cars

- If agency-owned vehicles are available, state guidelines recommend that agencies utilize agency-owned motor vehicles for employee's usage in motor vehicle travel within the state. College vehicles may be reserved and used for official business by requesting and reserving transportation on the School Dude site. Non-employees or employees not on official business are not allowed to ride in a college vehicle.
- All reimbursements should have a completed and approved Requisition for Travel form and documentation of purpose of travel. Employees such as College Recruiters, Directors for Sponsored Programs such as SECC and TANF performing activities required as part of their daily duties are not required to complete or submit a travel requisition for mileage reimbursements when the employee is not in official travel status. For these employees, OMES Form 19 will serve as a mileage or recruiting log as documentation required for reimbursement.
- Miles used for reimbursement are based on actual miles per GPS. OMES Form 19 showing actual miles from address to address must be completed and attached to the travel claim along with printout showing GPS mileage. If the employee leaves from their home, NOC will compute the miles as the lesser of home to destination or workplace to destination. The employee must indicate their personal vehicle tag number for reimbursement.
- Taxi (shuttle) can only be reimbursed to and from the airport. However, if a restaurant is unavailable at the hotel, reimbursement for taxi may be claimed. Reimbursement for taxi may be claimed if hotel is not designated conference sight (such as an overflow hotel). OMES recommends courtesy vehicles be used, if available. Water taxi is not reimbursable.
- State guidelines require that the President shall approve car rentals prior to employee's actual travel. When rental car is approved, reimbursement shall not exceed the coach class airfare when air connections are available to the destination.
- For out-of-state travel, whether by privately-owned car or rental vehicle, travel by motor vehicle must first be approved and authorized by the college. When private or rental vehicle is approved for out-of-state use, a cost comparison must be presented. Reimbursement for private or rental vehicle shall be the lesser of the cost of single coach class airfare vs. the GPS mileage cost.

Lodging/Meals/Etc.

- If the meeting has a designated lodging site, NOC can reimburse at the designated conference rate. However, if the meeting does not have designated lodging, NOC can only reimburse at the rate indicated in the O'CONUS listing. In order to calculate the rate indicated in the O'CONUS listing we will need to know the **county** in which the lodging site is located. If the employee shares a room with another employee, each employee should pay their share **only** and submit separate receipts. If a spouse travels with the employee, NOC can only reimburse for the single lodging rate. However, reimbursement can be made if the spouse is also an employee and on official business. Please be certain that the hotel charges the correct rate since we cannot reimburse for a rate greater than the conference rate.

- State Guidelines only allow meal reimbursements for overnight trips. For each meal provided at the meeting, the per diem amount will be adjusted accordingly. Please submit the number of meals provided along with travel documentation. Per diem is calculated on the pre-determined O'CONUS rates. Authorized reimbursement rates will vary depending on the location of travel as identified in the Government Services Administration Continental United States CONUS rates for domestic locations.

Miscellaneous Expenses

- Miscellaneous expenses (i.e. toll, parking, etc.) can only be reimbursed if the employee turns in original signed receipts. If the employee uses phone or internet while on travel, they must turn in a statement justifying how these expenses were business related. Tips can only be reimbursed up to 15% of pre-tax receipt. If a receipt showing total and amount of tip is not turned in, reimbursement cannot be made for tip.

Important Information

- For reimbursement of expenses after trip is completed, the employee will need to turn in original signed receipts, as well as a completed and signed **REQUEST FOR TRAVEL REIMBURSEMENT** form, which can be obtained from the NOC Portal under the Employee Information tab. After the Request for Travel Reimbursement form and original signed receipts have been turned in, reimbursement will be calculated according to OMES standards and the Oklahoma Travel Reimbursement Act. Failure to provide adequate documentation will result in a delay in processing or denial of the reimbursement. An OMES claim form will be filled out and returned to the claimant for signature and date. All information must be returned to the Accountant in the Office of Financial Affairs to complete processing. Please allow sufficient time to process forms and receive the reimbursement check from the state. The employee will be notified when travel checks are ready and can be picked up in the Office of Financial Affairs. Please call with any questions, 580-628-6232 (for requisition questions) or 580-628-6230 (for reimbursement questions) in the Office of Financial Affairs.
- **Incentive programs** such as frequent flier miles or hotel point programs **cannot be used for personal benefit** of the employee. Such incentive points are allowed if accrued on behalf of the institution and used to offset future state travel expenses.
- State officers and employees may accept “a scholarship, similar grant or subsidy” to participate in certain educational or training events that are sponsored by another government, an entity to which the State of Oklahoma pays membership dues, or to a bona fide governmental, professional or business organization. These scholarships may include transportation costs, lodging, meals, refreshments, entertainment, instruction and materials made available to all other participants. The cost of the scholarship must be reported to the **Oklahoma Ethics Commission**

within 30 days of the last day of the event when the scholarship is provided by a bona fide “governmental, professional or business organization” other than an organization to which the State pays membership dues or a governmental entity. Reporting is required every time a scholarship is received by completing a **Scholarship Form** found on the Ethics Commission’s website, www.ok.gov/ethics on forms under Ethics Laws, Guides & Forms.