



# Travel Policy & Procedure

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Approved:

# Section I

## Purpose

The Rogers State University Employee Travel Policy has been developed in accordance with the State Travel Reimbursement Act (STRA), 74 O.S., Section 500.1, et seq. This policy covers state officials and employees who are performing a substantial and necessary service for the State of Oklahoma and Rogers State University.

Additionally, referenced herein is policy from the Board of Regents for Rogers State University Policy Manual and the Office of State Finance Policy and Procedure Manual.

Non-employee travel is covered under this policy if the travel expenses are:

1. Incurred by a student traveling at the University's request other than student activities.
2. Incurred at the University's request by an individual in the course of seeking employment with the University.
3. Provided for in a grant or contract for a conference participant when no other honorarium or contract will be made for the individual's service or participation.
4. Incurred by an individual who has volunteered his/her services and payment for the individual's services will not be made.

Travel expenses incurred by a vendor or consultant must be included within the total amount of the contract awarded, or otherwise stipulated within the contractual agreement.

## **Section II**

### **Policy**

#### **A. AUTHORIZATION**

Routine in-state business travel for University faculty, staff, and/or students is generally not required to be pre-approved, unless pre-approval required by at the department level. However, all travel events which require registration fees and/or involve overnight lodging must be pre-approved in writing with the employee's supervisor or appointed designee with budgetary authority (Director, Department Head, Vice President).

University faculty, staff, students and non-university employees traveling for the University, including those funded by grant and contracts and auxiliary enterprises, to out-of-state destinations, must receive written approval from his or her supervisor or appointed designee with budgetary authority (Director, Department Head, Vice President) and the President using the Out-of-State Travel Authorization Form.

#### **B. JUSTIFICATION**

Travel must be necessary for the proper execution of official University business or in justifiable pursuit of the University's mission. Meetings and conferences attended must be of a professional nature that will increase the attending individual's ability to enhance their job performance and benefit the University.

#### **C. EMPLOYEE RESPONSIBILITY**

Employees traveling on official business of the University are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable and should be avoided as a standard practice.

#### **D. LIMITATIONS ON EXPENSES**

1. Reimbursement for University travel is based on actual and reasonable expenses incurred, subject to the limitations established herein.
2. Expenses incurred at the official duty station of an employee will not be reimbursed. The "official duty station" is defined as the office headquarters (campus) or the designated location of an employee established in the field.
3. The limits on travel expense reimbursement specified in this policy are not intended as an indication of the amounts that should be spent. These are maximum amounts which may be reimbursed.

4. Specific policies, which apply to various types of travel expenses, are listed on the next several pages.

#### **D. 31 DAY TRAVEL REIMBURSEMENT LIMIT**

Claims for reimbursement of travel expenses shall not cover periods of more than 31 days. In cases where a travel period is continuous beyond 31 days, separate claims for reimbursement should be filed to cover the extended period.

#### **E. OVERNIGHT TRAVEL STATUS**

Business travel performed within 60 miles (one-way) of an individual's official duty station does not qualify for per diem or lodging, as "overnight" travel status is typically not met. Exceptions to the 60 mile/overnight provision may be allowed, dependant upon circumstances, and with prior approval by the President.

#### **F. TRANSPORTATION EXPENSES**

1. Transportation for persons traveling alone should be by common carrier (air, train, and/or bus) wherever practical. Advantage must be taken of round-trip rates when available. Travel must be by the most direct route possible. Any individual traveling by an indirect route must bear the extra expense.

2. Regardless of the mode of transportation (including privately owned vehicles), reimbursement for out-of-state transportation shall not exceed that of round-trip, coach airfare, except in situations where a university vehicle was used, or where otherwise permitted.

#### **3. Commercial Air Travel**

a. Air travel accommodations should be limited to **coach class airfare only**. Travelers are encouraged to book air travel through one of the University designated travel agencies and at the most economical rates using normally traveled routes.

1. In order for travelers to take advantage of special cost savings on domestic airfares, reimbursement of expenses may be allowed to begin up to forty-eight (48) hours before and/or forty-eight (48) hours after the object of travel. The travel claim must include a detailed cost comparison of additional meals, lodging, and other expenses incurred versus the savings on the airfare if the standard twenty-four (24) hour requirement was adhered to. In addition, the extra day of travel must be a weekend day. The forty-eight (48) hour extended rule shall not apply where travel is by privately owned automobile in lieu of coach airfare, regardless of any direct saving that may be demonstrated.

2. Travel to foreign destinations may begin as early as forty-eight (48) hours before and/or extend forty-eight (48) hours after the object of travel regardless if there is a cost savings.

3. In order for travelers to further participate in airfare cost savings, reimbursement of expenses may be allowed to begin up to seventy-two (72) hours before and/or extend to seventy-two (72) hours after the object of travel, provided:

- The travel is in conjunction with a three (3) or four (4) day holiday weekend.
- The first/last day of the object of travel is immediately preceding and/or following the weekend day/holiday.
- The extra day(s) of travel is a weekend day or holiday immediately adjacent to the weekend, i.e., Friday or Monday; and,
- There is a demonstrated cost savings to the University.

The reimbursement request must include a detailed cost comparison of additional meals, lodging, and other expenses versus the savings on airfare if the standard twenty-four (24) hour requirement was adhered to.

4. Air carrier selection can not be biased by any travelers' frequent flyer affiliation or benefits. The lowest cost air travel will take precedence over frequent flyer programs. Any traveler choosing more expensive flight arrangements may be required to reimburse the University for any excess costs.

5. Frequent flyer benefits earned on travel funded by the University are maintained and redeemed individually by University personnel. Whenever practicable, personnel should redeem frequent flyer benefits earned while traveling on University business to fund other University business travel. Frequent flyer benefits earned while traveling on University business may not be redeemed for cash. Likewise, the University can not reimburse personnel for their use.

6. When the traveler's itinerary includes a personal travel component in conjunction with a business component, the traveler may not have a University designated travel agency bill the University's account for the personal travel component of the airfare.

7. Travelers should book all air transportation through a University designated travel agency, unless circumstances satisfy one of the following exceptions:

- a) Air travel was initiated on an emergency basis and time did not allow use of a designated travel agency, e.g., changing itinerary en-route or emergency travel after hours.
- b) Airfare is part of a package arranged by an external organization scheduling the object of travel.
- c) When a traveler may find an Internet fare that is lower in price than a fare available from a designated travel agency. In order to book such a fare and be reimbursed for it, the traveler must produce documented objective evidence that the fare is lower than which can be secured by a designated travel agent. Examples of this type of evidence are an itinerary, email, or memo from the designated travel agent, documenting the best air fare that could be obtained for the object of travel. The date and time of the evidence and information should be proximate to the date and time of the lower internet fare. Other types of objective evidence may be considered, but in no case shall a mere written statement by the traveler be deemed sufficient.

Such a purchase may be paid from the travelers' personal funds and reimbursed per the University travel reimbursement policy. The traveler must attach all such documented objective evidence to the travel reimbursement claim form when submitting same for reimbursement.

Only tickets with verifiable savings will be reimbursed. The traveler understands and accepts that protections, features and services that would otherwise accompany a University issued ticket may not be available. If it is established that an equal or lower fare was available through a designated travel agency, only partial reimbursement may be allowed, and collection action from the traveler may be taken, if necessary.

Further, all air travel must be pre-authorized by the President.

#### 4. Domestic Train/Bus Travel

- a. A receipt or ticket stub for this type of transportation must be submitted with the request for reimbursement. Documentation submitted must include amount paid and dates traveled.
- b. At the time out-of-state travel is planned, a coach air fare quote should be obtained from a University designated travel agency. The name of the travel agency, date quote obtained, and the amount of the quote must be indicated on a statement submitted with the travel claim reimbursement request. Reimbursement will be based upon the lesser of the coach air fare or actual cost incurred.

## 5. Public Transportation

Refers to local transportation at the travelers' destination and includes taxi, limousine, bus, subway, etc. Receipts are required for any single expense of \$25.00 or more. If the total expenditure is \$25.00 or more but each single expense was under \$25.00, indicate the number of trips as an element of documentation.

## 6. Leased or Rented Automobiles

Reimbursement for automobiles leased or rented within Oklahoma from car rental agencies or private parties, to be used in lieu of a privately owned vehicle, **shall not exceed the rate provided for the use of a privately owned automobile.**

Reimbursement for the cost of leasing or renting an automobile outside of Oklahoma for official business shall be approved if pre-authorized within the out-of-state travel request.

University departments may utilize Motor Pool fleet vehicles for travel to official functions, i.e., conferences, meetings, field trips, or similar activities, for a period of time not to exceed the length of time necessary to complete the travel objective.

## 7. Privately Owned Automobiles

- a. For in-state travel, reimbursement is limited to the current authorized rate. This rate is updated annually by the Office of State Finance, generally effective October 1.
- b. For out-of-state travel, reimbursement is limited to the lesser of coach class air fare versus the map mileage calculated at the current authorized rate. At the time an out-of-state travel event is planned, a coach air fare rate should be obtained from a designated travel agency. The name of the travel agency, date quote obtained, and the amount of the quote must be indicated on a statement submitted with the travel claim. Reimbursement will be based upon the lesser of the coach air fare quote versus map mileage cost. An exception to this comparison may be allowed if a privately owned automobile is used to save time when common carrier transportation cannot satisfactorily cover the number of outlying destinations or to reduce expense when two (2) or more traveler's are making the trip.

Exceptions must be clearly established and included as a component of the travel claim.

- c. **Vicinity travel** refers to travel that is in excess of map mileage incurred. It may include transportation to and from an airport or other public transportation terminal. The reimbursement rate will be limited to the current authorized rate.

**Mileage information may be obtained from various sources. See the 'Frequently Asked Questions' section for more information.**

## 8. Bus Charters

Group travel by bus requires that the bus charter company is insured and licensed by the state(s) in which they operate and is in good standing. The recommended amount of liability insurance is \$5,000,000. An 'insurance certificate' stating the above, and naming the Board of Regents for Rogers State University as an additional insured in connection with the chartered trip should be requested from the bus company, and forwarded to the Procurement Coordinator for filing with the purchase order.

## **H. MISCELLANEOUS TRAVEL EXPENSE**

1. All miscellaneous travel expenses must be itemized and, if any expense is greater than \$25.00, supported by receipts.
2. Reimbursements may be claimed for the following miscellaneous expenses:

- a. Telephone, telegraph and fax charges may be reimbursed when related to University business.

- b. If reimbursement is being requested for registration fees, attach a paid receipt to the travel claim. If the University paid the registration fee in advance, **the purchase order number and the statement "Registration paid by RSU"** must be notated on the travel claim. If meals were included in the registration fee, the number of meals provided should be indicated on the travel claim. Deduct one-fourth (1/4) day of total per diem for each meal provided. Include documentation for number of meals provided.

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

Exceptions may apply if special circumstances prevent a claimant from participating in the function at which a meal was provided. Examples of exceptions are special dress requirements, diet restrictions, transportation availability, etc. Payment or reimbursement is not permissible in instances where the claimant chose not to attend a function. The reason a claimant did not attend must be stated on the travel claim in order to justify an exception.

c. Parking fees and toll road charges. Attach receipts if costs are more than \$25.00. Airport terminal parking may be reimbursed at the maximum amount equal to the published long-term parking rate.

d. Optional business activities. Attach a paid receipt and itemize any optional business activity expenses. These expenses should be “essential and necessary” activities that are related and connected with the general purpose of the travel objective. If the optional business activity includes meals, the meal(s) must be deducted from the per diem reimbursement and described in the registration fee documentation.

e. Miscellaneous expenses may also consist of the following: fuel receipts for University vehicle or rental car, typing service, etc.

3. Reimbursement may not be claimed for the following expenses:

a. Personal services such as hair cuts, shoe shines, etc.

b. Fuel, oil and repairs to privately owned vehicles. These expenses are covered in the reimbursement rate allowed for mileage.

## **I. MEALS AND LODGING EXPENSES**

**Reimbursement for meals and lodging expenses are allowed only when in overnight travel status.**

1. Reimbursement for meals and lodging shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the objective of travel has ended. Indicate on the travel claim the nature of the official business, the meeting start/end dates and times. If travel is adjacent to weekend or holiday travel, this rule may extend to seventy-two (72) hours. Evidence of conference start/end dates and times must be provided and included with the travel claim.

2. If meals and lodging are furnished as a package plan, reimbursement may be based upon a combined receipt but at a daily rate not to exceed the rate that would be allowed for separate meals and lodging (When possible, the breakdown of actual costs should be obtained from the package sponsor).

3. “Per Diem in Lieu of Subsistence” provides for reimbursement of an additional \$10.00 per day over the applicable per diem rate for the travel destination. This allowance is available when a traveler stays with a friend/relative and is claimed in lieu of ordinary meal and lodging expenses, and is conditioned upon overnight travel status.

4. Reimbursement for documented Meal and Incidental Expenses

For each full course meal provided (e.g. luncheon, banquet), deduct ¼ of total per diem rate. Provide documentation for number of meals provided, or denote “0” on the travel claim when no meals are provided.

a. Meal and incidental expenses include the cumulative cost of a meal and other purchases incidental to travel. Incidental expenses include, but may not be limited to, refreshments such as beverages and snacks; fees paid to doormen, baggage handlers, and waiters/waitresses; or laundry and cleaning services (when such expenses are approved for travel extending 7 days or longer or required in emergency situations).

b. Reimbursement for meal and incidental expenses are allowed only in connection with overnight travel status.

**c. Reimbursement for meals and incidentals (per diem) will vary depending on the location of travel. See the ‘Frequently Asked Questions’ section for more information.**

#### 5. Reimbursements for Lodging

a. Out-of-state lodging must be pre-approved by submission of an out-of-state travel request form prior to travel departure and must include the following information: dates lodging will be required; name(s) of individual(s) for whom lodging is to be provided; location; and purpose of trip.

b. Travel claims for lodging costs must be accompanied by an itemized paid receipt from the lodging facility reflecting a zero (\$0.00) balance.

c. Receipt(s) must reflect a single room rate. If the receipt/invoice balance due is not zero, obtain a ‘zero balance’ copy, or attach a credit card receipt/statement or personal check (front and back) to prove lodging was paid.

**d. Rates for lodging reimbursement will vary depending on location of travel. See the ‘Frequently Asked Questions’ section for more information.**

e. When two or more employees travel together and share common lodging accommodations, such as a double room, there are three reimbursement options:

1. Hotel provides individually billed hotel receipts; each employee may be allowed reimbursement of the lodging expense, provided:

a. The amount of the lodging expense does not exceed the single occupancy room rate the employee would have ordinarily been charged and entitled to claim; and,

b. The cumulative total of each employee's share of the lodging cost does not exceed the total amount of the actual room charge.

2. Without receiving individually billed hotel receipts, each employee may be allowed reimbursement of his/her pro rata share of the lodging expense, provided:

a. A copy of the hotel lodging receipt is submitted with each employee's travel claim and the pro rata share is detailed on the lodging receipt;

b. The amount of the lodging expense does not exceed the single occupancy room rate the employee would have ordinarily been charged and entitled to claim; and,

c. The cumulative total of each employee's share of the lodging cost does not exceed the total amount of the actual charge as reflected on the paid lodging receipt.

Option 2 is the most recognized procedure, and with Options 1 & 2, they keep the related travel expenses associated with the employees performing the travel. Option 2 can be submitted as a reimbursement claim for each employee or, alternatively, as an assignment claim to a single employee having actually paid the entire lodging bill.

3. One employee pays the entire lodging amount and seeks reimbursement for the total bill, provided:

a. The hotel lodging receipt is submitted with the employee's travel claim and the pro rata share for each employee is detailed on the hotel billing statement; and,

b. The amount of the lodging expense does not exceed the cumulative total of the single occupancy room rate each employee would have ordinarily been charged and entitled to claim.

Under Option 3, the full authorized lodging amount would be claimed under one employee's lodging. The others sharing the room would document no lodging claimed and cross-reference the claims. This option provides a method of reimbursement without requiring an additional claim (as with the assignment method in Option 2). For auditing purposes, each companion travel claim should include cross reference to any and all other related travel claims by number, when available.

f. If lodging is designated by the conference sponsor, the actual single occupancy rate will be allowed. However, documentation must be attached to confirm the designated rate; (i.e., conference literature). The single room rate must be specified on the conference literature or lodging receipt.

g. Persons attending meetings, workshops, or conferences which are conducted at a designated lodging facility who choose to acquire less expensive public lodging shall be reimbursed the actual lodging expense not to exceed the single occupancy rate charged by the designated lodging facility. Documentation must be provided to confirm the optional lodging cost is less than or equal to the designated lodging rate. When choosing this option, a claimant will be allowed reimbursement for local transportation costs incurred traveling between such optional lodging and the designated lodging facility, up to an amount not to exceed the difference between the optional lodging cost and the designated lodging cost.

h. For University sponsored travel events, RSU may designate lodging by arranging “**in advance**” the blocking of rooms at a special rate or with other conditions. The ‘University Designated Lodging’ form will indicate the designated lodging dates, rates, the employees traveling, and the travel objective. **This form should be submitted along with the out-of-state travel request.**

i. Reimbursement for other charges (business phone calls/faxes, hotel parking) appearing on the lodging receipt must be documented, and should be included under ‘Itemized Miscellaneous Cost’ on the travel claim.

j. Taxes paid in connection with lodging costs are reimbursable, and will be limited to the lesser of the tax applied to the lodging rate limit, or the actual tax paid.

## Section III

### Procedure

#### A. REIMBURSEMENT FOR TRAVEL EXPENSES

1. After completion of travel, a claimant should complete and sign a Travel Claim to obtain reimbursement for expenses incurred.
2. Upon completion of the claim, forward the following items to the appropriate supervisor for authorization:
  - a. The completed travel claim
  - b. The original receipts (lodging, transportation, registration fees, rental vehicle charges, et al). If original receipts are not available, denote the reasons for same on the face of the travel claim or as an attachment.
  - c. Documentation to justify unusual or extraordinary costs incurred.
3. The supervisor should review the travel claim for completeness and appropriateness of expenses claimed, sign the claim in the appropriate area, and forward the travel claim to the next level of approval, or to the Accounts Payable office if no other approvals are required.
4. Reimbursement of prepaid travel expenses by a claimant may be allowed when a travel event is cancelled for legitimate reasons. Only the portion of prepaid expense which is non-refundable will be considered reimbursable. Claims for such reimbursements should not be filed on a travel claim, but on an OSF Form 3, "Notarized Claim Form".

Such a claim should include a memorandum explaining the circumstances which justify the reimbursement, nature of the cancellation, a paid receipt and certification that the expense is non-refundable.
5. Upon receipt of an approved travel claim, the Accounts Payable office will process the claim for payment.

## **B. COMPLETING A TRAVEL CLAIM**

The descriptions below reference directly to the attached example travel claim, and describe the information to be included when completing a claim for reimbursement of travel expenses:

1. Full Name of the Claimant.
2. Employee ID or Social Security Number of the Non-employee Claimant.
3. Address of the Claimant.
4. Budget account number to which the expenses should be charged.
5. Answer 'yes' or 'no' whether the vehicle used for the object of travel was owned by the University or the State of Oklahoma.
6. If the vehicle used for the object of travel was not owned by the University or the State of Oklahoma, please provide the license number of the private vehicle used.
7. State whether the claimant is a state official or employee.
8. Provide the official duty station of the claimant. Typically will be Claremore, Pryor, or Bartlesville. If the claimant works from home, use the home city/town. If the claimant is not a state official or employee, leave blank.
9. Explain in as much detail possible the purpose of the travel event(s).
10. State the point from which travel began and ended. Show each leg of the trip separately (to/from), and include multiple stops, if applicable. Alternatively, you may record a travel event in terms of 'round trip' (e.g., Claremore to Oklahoma City and return).
11. Enter calendar day/month/year for each leg of trip recorded.
12. State map mileage for each leg of trip recorded. For in-state travel, map mileage must equal the distance as defined by the Oklahoma Department of Transportation (ODOT). ODOT provides map mileage information at the following website:

<http://www.okladot.state.ok.us/>

From this website, 'click' on 'Oklahoma Mileage Table' for official map mileage.

Out-of-state mileage may be obtained through commercial sources such as MapQuest, available at the following website:

<http://www.mapquest.com/>

- 12a. State the total of all map miles listed in the map mileage column.
13. State vicinity mileage for each leg of trips reported. Vicinity mileage is any actual and official mileage incurring during travel which is in excess of map mileage.
- 13a. State the total of all vicinity miles listed in the vicinity mileage column.
- 13b. State the sum of all miles listed in items 12a and 13a.

- 13c. Enter the rate per mile applicable to the travel period.
- 13d. The total mileage reimbursement is the product of miles claimed (13b) x the current mileage reimbursement rate in effect at the time of the travel event (13c).

*Items 14 and 15 are required only if travel involved overnight travel status:*

14. State the time travel began, and associate this time with the first leg of the trip.
15. State the time travel ended, and associate this time with the last leg of the trip.
16. State the total number of 24 hour periods encompassed by the travel event.
- 16a. State the total days listed in the Number of days column.
17. State the number of hours in excess of 24 hour period(s) encompassed by the travel event, or in the case of a travel event which was less than 24 hours, the number of hours encompassed by the travel event.
- 17a. State the total number of hours listed in the Number of Hrs. column.
18. State the daily per diem rate allowed for the destination location of the travel event. For per diem location rates, please refer to the U.S. G.S.A. website link below:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

From this website, 'click' on the state of the travel destination, and determine the per diem rate for the applicable location. If the location of the travel destination is not listed therein, the *standard CONUS destination* per diem rate should be used.

See RSU Travel Policy & Procedure, Section II (I, par. 1-4) for additional information.

19. State the per diem amount claimed for reimbursement. This is the product of the daily per diem rate x the number of 24 hour periods encompassed in the travel event plus the equivalent quarterly per diem rate for any less than 24 hour period.

Note: Per Diem reimbursement may require adjustments (deductions) for meals provided to the claimant as part of a registration/conference package. See item 29 below for further instruction on calculating per diem adjustments.

- 19a. State the total Per Diem amount listed in the Per Diem column.
20. State the amount of lodging reimbursement requested. Lodging rates will vary dependant upon travel destination. Unless lodging rates are pre-established by a conference sponsor, the claimant will be limited to reimbursement by location rate, as established by the U.S. G.S.A. For lodging location rates, please refer to the U.S. G.S.A. website link below:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

From this website, ‘click’ on the state of the travel destination, and determine the lodging rate for the applicable location. If the location of the travel destination is not listed therein, the *standard CONUS destination* lodging rate should be used.

- 20a. State the total lodging amount listed in the Lodging Amount column.
21. State the sum of per diem and lodging amounts requested in items 19 and 20.
- 21a. State the total per diem and lodging amounts listed in the Total Per Diem/Lodging column.
22. Denote air, bus, or train travel, if applicable, and state the amount of personal expense incurred. If none, leave blank.
23. If air, bus, or train travel expense was paid directly by the University via purchase order, denote with “Y”.
24. If item 23 is “Y”, include the purchase order number issued for this purpose.
25. State the amount of public transportation expense claimant is requesting to be reimbursed. This amount is equal to the amount included in item 22, if applicable.
26. State the amount of local transportation expense incurred for each category. As a reminder, any individual expense greater than \$25.00 must be supported by receipts or other forms of documentation.
27. State the amount of registration fees personally expended. If none leave blank.
28. If registration fees were paid directly by the University via purchase order, denote with “Y” and include the purchase order number issued for this purpose.
29. When meals are provided as a component of a registration fee, whether paid by the claimant or paid directly by the University via purchase order, list the number of meals provided.
30. State the amount of miscellaneous expenses incurred for each category. As a reminder, any individual expense greater than \$25.00 must be supported by receipts or other forms of documentation.
31. State the amount of miscellaneous expense claimant is requesting to be reimbursed. This amount is equal to the sum of amounts listed in items 27 & 30, if applicable.
32. State the amount of local transportation expense claimant is requesting to be reimbursed. This amount is equal to the sum of amounts listed in item 26, if applicable.
33. State the total amount requested for reimbursement. This amount is the sum of amounts listed in items 13C, 21a, 25, 31 and 32.
34. Print claimant name here.
35. Signature of claimant required here.
36. Signature or claimant supervisor, or other individual authorize to approve for payment.
37. Signature of other required approver, (i.e., Director, Dean, Vice President, President).
38. Reserved for Budget & Accounting approval.
39. State the total claim amount requested. This amount should be equal to amount in item 33.

40. This item should be left blank unless the claimant is waiving his/her right to the amount claimed, and elects to 'assign' the amount of the claim to another individual. If assignment is requested, state the full name of the individual to whom assignment is made.
41. To be left blank, unless assignment option is elected at item 40.

### C. CALCULATING MILEAGE FOR TRAVEL WITH MULTIPLE STOPS

Three (3) distinct scenarios should be clearly defined as to what mileage is reimbursable and how reimbursable mileage should be reflected on the official travel claim.

#### Scenario 1:

An employee who has no 'Official Duty Station' and travels from home to an authorized destination and returns home:

The reimbursable mileage is the total distance traveled that day.

#### Scenario 2:

An employee travels from home to an authorized destination, other than their official duty station, and then to their official duty station:

The reimbursable mileage is the total distance traveled, less the mileage otherwise considered as 'commuting mileage' (the distance from home to the official duty station).

The same calculation would apply when the reverse occurs, wherein the employee travels from the official duty station to an authorized destination and then home.

#### Scenario 3:

An employee travels from home to an authorized destination, other than their official duty station, and then home:

The reimbursable mileage is the lesser of: a) the distance from home to the authorized destination or b) the distance from the official duty station to the authorized destination.

#### *Illustrations:*

##### Scenario 1:

This pertains primarily to tutors or student mentors in the TRiO programs, who are assigned local schools as their work areas, to provide guidance/counseling services to participating students. In these cases, TRiO has authorized mileage reimbursements for the distances traveled.

Scenario 2:

This pertains to employees who may make authorized stops along the way from/to home to/from the official duty station. In this case, the total mileage [from home to the authorized destination to official duty station] should be reduced by the distance otherwise considered the ‘commute’ [home to authorized duty station].

Example:        Bixby (home) to Tulsa (authorized destination)         
                         to Claremore (official station)                                59  
                         Bixby to Claremore (commute)                                35

Allowable mileage:    24 each way (if applicable)

Scenario 3:

This scenario is highly dependant on the employee’s home location versus the official duty station. In all cases, only the lesser mileage is allowed.

When an employee travels from home to an authorized destination (school, conference, etc.), and returns home:

When the distance from home to the authorized destination is greater than the distance from the official duty station to the authorized destination, then only the distance from the official duty station to the authorized destination is allowed.

Example:        Bixby (home) to Miami, OK (conference location)    96  
                         Claremore (official station) to Miami, OK            63

Allowable mileage:    63 each way

When the distance from home to the authorized destination is less than the distance from the official duty station to the authorized work area, then the distance from home to the authorized work area is allowed.

Example:        Bixby (home) to Tulsa, OK (conference location)    21  
                         Claremore (official station) to Tulsa, OK            29

Allowable mileage:    21 each way

# Frequently Asked Questions

Q1: Where do I find the mileage distance to claim for travel reimbursement?

A1: Mileage to be claimed for reimbursement is the lesser of actual miles traveled or the distance between two locations, as defined by the Oklahoma Dept. of Transportation. A link to the ODOT mileage calculator follows:

<http://www.okladot.state.ok.us/>

From this website, 'click' on 'Oklahoma Mileage Table' for official map mileage for in-state travel.

Out-of-state mileage may be obtained through commercial sources such as MapQuest, available at the following website:

<http://www.mapquest.com/>

Q2: How do I report mileage in excess of the ODOT distance?

A2: "Vicinity" mileage should be identified and reported in the Vicinity column of the travel claim. Be sure that the official map mileage is listed in the Map mileage column before reporting vicinity mileage.

Q3: How long must I be out of the office before I am entitled to receive Meals reimbursement?

A3: A claimant must be in "overnight travel status" before eligible for meals reimbursement. See Travel policy section "I" for more information.

Q4: How much per diem (reimbursement for meals and incidentals) and/or lodging costs will I be entitled to receive as a reimbursement?

A4: Reimbursement for meals and incidentals (per diem) and lodging will vary depending on the location of travel. For rates by location, refer to the U.S. G.S.A. website:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

Q5: Will I be limited to the maximum lodging reimbursement rate if the sponsor of a conference has designated a rate in excess of the maximum allowed?

A5: No; an exception to the general lodging limits is allowed when the sponsor of a conference has established a 'group rate' for conference attendees. Be sure to submit evidence of the conference lodging rate as an attachment to the travel claim.

Q6: At what rate is personal mileage reimbursed?

A6: The rate is usually established annually by the Internal Revenue Service, at the beginning of each Federal fiscal year. Application of rate changes for state employees will be dependant upon announce by the Office of State Finance. For calendar year 2008, the rate for mileage reimbursement is \$0.505/mile.

Q7: Who are the University's designated travel agencies?

A7: RSU currently utilizes the following travel agents for air travel accommodations:

Duke Travel International	918-749-2282
International Tours of Claremore	918-341-6866

# **Travel Policy & Procedure Forms**