

| | |
|---|----|
| Travel Reimbursement Procedures..... | 1 |
| I. General Guidelines | 2 |
| A. Authorized Travel | 2 |
| B. Employee Responsibility | 2 |
| C. Travel Incentive Programs..... | 3 |
| D. Travel Status | 3 |
| E. Commencement/Termination of Travel (24-Hour Travel Rule)..... | 5 |
| F. Out-of State Travel | 5 |
| II. Reimbursable Expenses | 6 |
| A. Lodging..... | 6 |
| B. Per Diem | 8 |
| C. Per Diem in Lieu of Subsistence (Lodging) | 9 |
| D. Mileage..... | 10 |
| E. Local Transportation..... | 11 |
| F. Rental Vehicles | 12 |
| G. Registration | 13 |
| H. Miscellaneous Travel Expenses | 13 |
| I. Completion of the Travel Voucher..... | 13 |
| III. Commercial Airline Travel..... | 15 |
| A. Requirements for Booking Travel | 15 |
| B. Restrictions..... | 16 |
| C. Itinerary Changes | 16 |
| D. Cancellation of Reservation..... | 16 |
| E. Completion of Travel | 16 |
| F. Employee Purchased Airfare..... | 17 |
| IV. Travel Coordinator Responsibilities | 17 |
| A. Lodging Confirmation | 17 |
| B. Flight Confirmation | 17 |
| C. Ground Transportation Confirmation | 17 |
| V. Direct Purchase of Meals, Lodging, and Registration | 18 |
| A. Contract for the Payment of Meals and Lodging | 18 |
| B. Direct Purchase of Registration..... | 18 |
| C. Charged Meals and Lodging (74 O.S. § 500.2 B.) | 19 |
| D. Food and Lodging Contracts for Employee Training (74 O.S. § 500 E.4) | 19 |
| VI. References | 19 |
| VII. Action | 20 |
| Attachments..... | 21 |

| | | | |
|---|--|--------------------------|---|
| | | | Effective date: 12/14/2017 Revision-01 Effective: 07/31/2018 |
| Section-12 Fiscal Management | OP-120301 | Page: 1 | Pages 16, 20 |
| Travel Reimbursement Procedures | ACA Standards: 2-CO-1D-10, 4-4066, 4-4094, 4-ACRS-7B-19, 4-ACRS-7D-17, 4-APPFS-3A-20, 4-APPFS-3E-11 | | |
| Joe M. Allbaugh, Director Oklahoma Department of Corrections | | Signature on File | |

Travel Reimbursement Procedures

This procedure is established to ensure the agency reimburses employees for work related travel expenses in accordance with Oklahoma state statute and rules established by the Office of Management and Enterprise Services (OMES).

I. General Guidelines

A. Authorized Travel

1. Employees on official travel for the state will be reimbursed for authorized travel expenses essential to the transaction of official business as authorized by the State Travel Reimbursement Act (74 O.S., § 500.1 et seq.). (4-4066, 4-ACRS-7D-17, 4-APPFS-3E-11)
2. Persons other than state employees or contractors authorized to perform substantial and necessary services to the Oklahoma Department of Corrections (ODOC) may be reimbursed for expenses incurred during official, authorized travel.
3. Travel expenses for persons providing contractual services for the agency will be included in the contract cost and will not be paid as a travel reimbursement outlined in these procedures.
4. Travel expenses incurred by a person during the course of seeking employment, unless the agency requests such travel, will not be reimbursed.

B. Employee Responsibility

1. Employees traveling on official business for the state are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Reimbursable travel expenses are limited to those expenses essential to the transaction of official business in connection with the purpose of travel (Statewide Accounting Manual 50.30.02A.).
2. Employees must obtain all receipts necessary for reimbursement of their authorized travel charges and maintain a personal record of all miscellaneous expenditures chargeable to the state. Receipts are required for:
 - a. Lodging - The paid lodging receipt as issued by the vendor must show the number of guests charged, the single room rate charged, an itemized list of all charges billed and an acknowledgment or verification of payment. In the case of "Express Checkout" options, a receipt without a "zero" balance is acceptable if the lodging receipt shows that a credit card was used to secure the payment.
 - b. Registration/Tuition - The paid receipt issued by the vendor or agency sponsoring the objective of travel must show an itemized list of all charges and an acknowledgment or verification of receipt of payment.

- c. Common Carrier Passenger's Ticket Receipt - The passenger's ticket receipt issued by the common carrier agent must show the passenger's name, the number of seats/passes charged, the travel class, the destination points and the amount paid.
 - d. Rental Vehicle - The paid receipt acknowledged by the vendor for the rent or lease of a vehicle must show all charges paid and indicate the total miles driven. In addition, receipts are required for related purchases, such as gas and oil, and payment for other purchases used in the operation of the rented or leased vehicle.
 - e. Meeting Room Rental - The paid receipt from the vendor for rent of room for authorized business purposes.
 - f. Laundry and Cleaning - The paid receipt from the vendor for the authorized cleaning of clothing as required for business use.
 - g. Miscellaneous expenses over \$25.00.
3. The employee requiring reimbursement will prepare his or her own travel voucher on the "Office of Management and Enterprise Services (OMES) [Form 19](#)" entitled "State Travel Voucher." The travel voucher must be typed or written legibly in ink. The facility/district/unit business office will provide assistance and training as necessary to complete the voucher.
 4. The employee requesting reimbursement will sign and date the travel claim. The employee's signed affidavit affirms that all travel was authorized and performed as indicated, that the claim for reimbursement represents a true and correct account of travel and related expenses, and that any expenses claimed have not been reimbursed or otherwise provided for by other sources.
 5. The signed affidavit holds the employee liable under penalty of law for any falsified expense or misstatement of claim.

C. Travel Incentive Programs

Incentive programs such as frequent flier miles or hotel point programs may be used when the points accrued are used to offset future state travel expenses. Rewards earned cannot be used for the personal benefit of the employee. The traveler must attest on the State Travel Voucher that "No frequent travel miles earned from any official state transportation have been used for personal transportation purposes."

D. Travel Status

Travel status for the purpose of meals and lodging is defined as the absence from the employee's home area or official duty station areas while performing assigned official duties. The agency may assign an employee's official duty station as their home when their duties are normally mobile and statewide in nature.

1. The limits of the home area or official duty area are defined as the corporate boundaries of the city or town in which the official duty station is located.
2. Trips must be of sufficient duration and distance to qualify as an "overnight" absence from the person's home area and/or official duty station area. Both the "distance test" and the "duration test," as outlined below, must be met to be considered in "travel status."

a. Distance Test

- (1) The distance travelled must be such that the employee cannot reasonably leave from and return to his/her official duty station at the start or close of each day's work schedule. The standard distance required for authorizing travel status is 60 map miles one-way.
- (2) If travel does not meet the guideline of 60 map miles one-way but a legitimate reason exists for waiving the distance test, an exception can be obtained prior to the travel from the OMES. The exception will be coordinated through central office transaction processing and must include an explanation of the travel purpose and reasons for the exception. The travel voucher must include a copy of the approval when submitted for reimbursement.

b. Duration Test

- (1) To qualify for overnight travel, the employee is not required to be away a full 24 hours, however, the trip must be substantially longer than a normal work day and it is reasonable for the employee to need and to get necessary rest or sleep to complete his/her work.
- (2) Under this guideline, it is necessary for the employee to have been given relief time in order to get the needed sleep or rest. Relief time does not include short rest stops taken for napping in the car while driving to and from points of travel, but refers to a meaningful period of sleep and rest. Written verification that the employee stayed somewhere and received the required proper relief time during the travel period to get rest and sleep must accompany the travel voucher. Approval is based on the employee's account of travel and the approving

official's verification of the need for rest and sleep during the travel period.

E. Commencement/Termination of Travel (24-Hour Travel Rule)

Employees may be reimbursed for meals and lodging for a period not to exceed 24 hours before the objective of the travel begins and for a period not to exceed 24 hours after the objective of the travel ends. Exceptions to the 24-hour travel rule may be allowed in cases where a savings in travel cost is available through the purchase of discount airline tickets in connection with weekend commercial airline flights.

1. In order to take advantage of special weekend cost savings airfare, reimbursements of expenses may be allowed to start up to 48 hours before and extend up to 48 hours after the date of the object of travel under the following conditions:
 - a. The extra day of travel must be a Saturday or Sunday; and
 - b. The total reimbursement for meals and lodging plus the cost of the airline ticket cannot exceed the amount of reimbursement allowed under the 24-hour rule plus the cost of the related airfare from the same travel agent. The cost comparison must be submitted when filing for reimbursement.
2. In order to take advantage of special cost savings airfare over a three or four-day holiday weekend, reimbursements of expenses may be allowed to start up to 72 hours before and extend up to 72 hours after the date of the object of travel under the following conditions:
 - a. The extra day(s) of travel must be a Saturday, Sunday or holiday immediately adjacent to the weekend; and
 - b. The total reimbursement for meals and lodging plus the cost of the airline ticket cannot exceed the amount of reimbursement allowed under the 24-hour rule plus the cost of the related airfare from the same travel agent. The cost comparison must be submitted when filing for reimbursement.

F. Out-of State Travel

The director must authorize out-of-state travel prior to employees traveling out-of-state. The approval must be attached to the submitted travel reimbursement and include:

1. Names of all employees who will be traveling;
2. Purpose of the travel;
3. Itinerary and dates of all travel;

- 4. Mode of transportation; and
- 5. Total anticipated cost of the travel.

II. Reimbursable Expenses

A. Lodging

Reimbursement for overnight lodging while in official travel status will be based upon a receipt issued by the hotel, motel, or other public lodging place. The amount reimbursed is limited to the lower of actual cost or the amount currently authorized by the “Federal Domestic Per Diem Rates,” accessible at: gsa.gov, established for the geographical area where lodging occurred.

- 1. The employee may only be reimbursed for lodging expenses above the authorized federal domestic per diem amount under certain conditions.

- a. The employee will be reimbursed for taxes paid to the hotel, motel, or other public lodging place above the maximum rate. If the hotel rate is above the authorized rate, tax charges will be prorated based on the maximum rate allowed.

(1) Example 1

If the allowed lodging rate is \$70 and the room charges are \$70 plus \$10 in taxes, the employee will be reimbursed \$80.

(2) Example 2

If the authorized lodging rate is \$70 and the room charges are \$80 plus \$10 in taxes, the employee will be reimbursed a total of \$78.75 as demonstrated in the example below:

| | |
|--------------------|-------------------------------|
| Authorized lodging | \$70.00 |
| Prorated taxes | \$8.75 = (\$10 X \$70 / \$80) |

- b. If employees are sharing a room, each traveler may claim up to the authorized lodging rate.

- (1) The cumulative amount that each employee claims for reimbursement cannot exceed the total room cost.
- (2) A copy of the lodging receipt must accompany each submitted travel voucher if the hotel does not submit individual receipts.

- (3) One employee may elect to pay for the entire charge and submit the expense on his or her travel voucher. In this instance, the other traveler(s) must document as such on their travel vouchers and a copy must be submitted with the request for lodging reimbursement.
- c. The employee will be reimbursed for the actual cost of lodging not to exceed the single occupancy rate charge as indicated on the paid lodging receipt when the travel objective is held at a designated lodging facility. The organizers must specify the location of the event in an official announcement, notice, or brochure. A copy of the event's announcement, notice, or brochure must be attached to the travel claim voucher.
 - (1) The employee will be reimbursed for the actual cost of lodging, not to exceed the single occupancy rate charge as indicated on the paid lodging receipt, when the sponsor of the event provides for the blocking of rooms or a rate reduction at a lodging facility away from the location of the actual event.
 - (2) The organizers must specify the designated location in the announcement, notice or brochure and a copy must be attached to the travel claim voucher.
 - (3) The amount of reimbursement will be limited to that authorized in the Federal Domestic Per Diem Rates if the sponsor recommends certain hotels, but does not reserve a block of rooms or negotiate a reduced rate for participants of the object of travel.
- d. An employee may opt to stay at a hotel other than the hotel designated by the event organizer. The employee will be reimbursed actual lodging costs not to exceed the single occupancy room rate charged by the designated hotel or the current standard rate for lodging as appropriate. Reimbursement for local transportation expenses for travel between the optional lodging location and the designated hotel is only allowed in an amount not to exceed the difference between the cost of the designated hotel and the cost of the optional lodging.
- e. Reimbursement of up to 150% of the authorized rate may be allowed for instate lodging where it is documented that no lodging exists at the authorized rate within a reasonable distance of the work location. To receive this exception, approval must be gained in advance from the state travel coordinator and all following conditions must be met.
 - (1) The travel must be within the State of Oklahoma.

- (2) The traveler documents all efforts to find lodging at allowed rate.
 - (3) The agency director certifies that no lodging at the regular rate was available within a reasonable distance.
2. When the agency is the sponsor or host of the object of travel, the agency may prearrange and designate the public lodging place for participants to stay. An "[OMES Form 19-1](#)" entitled "Agency Sponsored Designated Lodging Notice" must be completed and approved by the director prior to any employee travel that requires an actual lodging rate greater than the current federal standard rate for lodging designated for that geographic region.
 - a. The agency must provide the employee with its announcement or notice prior to the trip stating the travel objective, the date(s) it is to be conducted or held, the name and location of designated hotel, and the single room rate charge authorized.
 - b. The employee must submit a copy of the announcement and signed "[OMES Form 19-1](#)" with the travel voucher when requesting reimbursement.
 - c. The travel objective must be held or conducted at the place of lodging or lodging must be arranged or reserved by the blocking of rooms or rate reductions for participants.
 - d. Employees will be reimbursed for the actual cost of lodging:
 - (1) Not to exceed the single occupancy rate charge as indicated on the paid lodging receipt; and
 - (2) Only if the agency is clearly the sponsor of the object of travel.

B. Per Diem

Reimbursement for meals (per diem), while in travel status will be in accordance with the currently authorized Federal Domestic Per Diem Rates established for each geographical area.

1. The rates may be accessed at gsa.gov and is listed as "Meals and Incidentals" on the per diem chart. In computing reimbursement for meals, a day will be a period of 24 hours.
 - a. Reimbursement for each one fourth day (six hours) or major fraction thereof (more than three hours), may be made at a rate not to exceed the currently authorized rate times one fourth.

- b. Partial days of over three hours up to nine hours will be reimbursed one fourth day of per diem.
 - c. Partial days over nine hours up to 15 hours will be reimbursed one half day of per diem.
 - d. Partial days over 15 hours up to 21 hours will be reimbursed three fourths day of per diem, and partial days over 21 hours will be reimbursed for a full day.
 - e. Partial days of three hours or less will not receive reimbursement.
2. When meals are provided through the cost of registration, the daily per diem allowance paid will be reduced by one-fourth for each meal provided. Exceptions are:
 - a. Continental breakfast, snacks, and refreshments such as coffee, tea, or soft drinks are not considered a meal.
 - b. Meals provided by a third party that are not covered in the registration fee, package plan, or direct pay contract will not reduce the per diem.
 - c. Meals not participated in due to special dress requirements, diet restrictions, lack of transportation or conflicting appointments will not reduce per diem and such occurrences will be documented on the travel claim.
3. Reimbursement for meals that do not include an "overnight" stay or are not of substantial duration to justify treatment as an "overnight" stay as described in Section I. item D. of this procedure are not authorized.
4. Ordinarily, no reimbursement for meals and lodging will be allowed for travel of 60 map miles or less (one-way). However, there are valid reasons for waiving the distance, and the OMES may allow exceptions. A statement of requirements and reasons for allowance of the expenses must be submitted through the Finance and Accounting Unit for approval by OMES before the travel begins.

C. Per Diem in Lieu of Subsistence (Lodging)

1. In instances where overnight travel was involved but the employee did not incur expenses for public lodging because he/she chose to stay with friends, relatives, etc., an employee may be reimbursed for per diem in lieu of subsistence. The agency will reimburse the employee an additional \$10 per night in addition to the regular per diem. Such occurrence must be documented on the travel claim.

2. If lodging is paid for by the agency in a “package plan” or provided at no charge by the sponsor of the event, per diem in lieu of subsistence will not be authorized.

D. Mileage

When traveling by automobile, employees will use agency owned vehicles if available. The employee’s supervisor must authorize the use of a privately owned vehicle prior to travel.

1. General Reimbursement Information

- a. The mileage reimbursement rate will be determined and published by the Office of Management and Enterprise Services each calendar year.
- b. Mileage will be reimbursed for travel to locations related to your work. Detours over three miles for personal reasons must be subtracted from the mileage reimbursement.
- c. Mileage claimed must be based on GPS or odometer readings. Sufficient information is to be provided so the claim may be audited against GPS systems for reasonableness.
- d. When an employee leaves from and/or returns home without going to their official duty station, the employee will be reimbursed as if they left from the official duty station unless mileage from the employees’ residence is less. In instances where an employee’s residence is their duty station, reimbursable mileage will consist of actual mileage.

2. Reimbursement Calculation

The calculation worksheet on page 2 of the “State Travel Voucher” ([OMES Form 19](#)) will be utilized to calculate mileage to be reimbursed. “GPS” refers to online map and direction providers.

- a. When GPS printouts are attached to the claim, record the travel as city to city and record the GPS mileage for each trip. Actual addresses must be used on the GPS print and the odometer reading is not required.
- b. When GPS printouts are not attached to the claim, record the specific addresses traveled to/from and the mileage for each trip. Odometer readings are not required when mileage is based on GPS miles.
- c. When GPS is not available and odometer readings are used, complete all columns for each location visited.

- d. When specific addresses are not available due to the nature of travel (e.g. construction site inspections and similar circumstances), record the city traveled to/from and the odometer reading for each trip.
- e. When the address traveled must be kept confidential, record the city name and note that travel is to a confidential address. Complete all columns of this sheet based on odometer readings. Confidential addresses should be kept on file at the agency in case further review is needed.

3. Out-of-State Travel

- a. When an employee is authorized to take a personal vehicle outside of Oklahoma on official state business rather than using commercial or commuter air travel, a cost comparison between air travel, including associated local ground transportation costs, and mileage to be reimbursed to the employee is required.
- b. The cost comparison will include the cost of the most economical coach class ticket purchased through the state contracted travel agent and transportation to and from the airport. Estimated cost for the hypothetical use of public transportation or the use of a rental car may not be used in the comparison. The reimbursement will be the lesser of the two costs.
- c. When extraordinary circumstances make air travel impractical or unfeasible, a cost comparison that includes air travel is not required. However, a detailed explanation of the circumstances is required.

E. Local Transportation

Employees on official state travel will be reimbursed for the actual cost of local transportation expenses necessary for the completion of the travel objective such as transportation from the airport to the hotel and back or from the hotel to the objective of travel and back. Travel may be by taxi, bus, shuttle, subway, or other public transportation. Employees will use courtesy transportation services offered by hotels or event sponsors when available.

1. Designated Hotel

Local transportation expenses, in connection with designated lodging, must be explained on the travel voucher as to the business necessity for travel beyond the designated hotel facility. If an employee elects to stay at a different location other than the designated lodging facility, reimbursement for local transportation expenses for travel between the optional lodging location and the designated hotel will be allowed

in an amount not to exceed the difference between the cost of the designated hotel and the cost of the optional lodging.

2. Personal Use

Reimbursement of transportation for personal use such as travel to obtain meals is not allowable under normal circumstances. However, when the nature and location of travel are such that suitable meals cannot be obtained without travelling, the expense may be approved as necessary transportation. The necessity for such travel and the nature of the expense incurred must be explained on the travel voucher.

3. Tips

Reimbursement may be allowed for reasonable tip expense when local or courtesy transportation service is used in connection with official travel. Reasonable tip expenses will not be more than \$1.00 for fare charges of \$5.00 or less or 15% for fare charges over \$5.00. The calculated 15% may be rounded up to \$1.00 if less. Calculated charges may be rounded to the next \$.05 for ease of calculation.

F. Rental Vehicles

The unit/facility/district head must approve rental of a vehicle prior to renting the vehicle. The approval must be submitted with the travel voucher. Travelers are encouraged to use the statewide contract for short-term vehicle rentals when possible.

1. Reimbursement for vehicles rented within the state for in-state travel cannot exceed the calculated reimbursement authorized for use of a privately owned vehicle as described in Section II. item D. of this procedure.
2. Reimbursement for vehicles leased in state, for travel outside the state, is limited to the cost of coach class airfare. If no flights are available, cost is limited to the calculated reimbursement authorized for use of a privately owned vehicle as described in Section II. item D. of this procedure.
3. When renting a vehicle outside the state, reimbursement will be for actual cost. If the vehicle is used for both business and personal use, the total cost will be prorated with the agency responsible only for the portion of the cost directly associated with the purpose of travel.
4. Employees are normally covered by the State Risk Management program for losses resulting from property damage, injury or death to a third party as agents of the state. However, when operating a rented motor vehicle during official out-of-state business travel, such losses are not covered under the State Risk Management program. Therefore, it is recommended that the insurance offered to cover an

employee's liability for damage in case of an accident should be acquired through the basic rental contract or at an additional fee, subject to the regulations of the state in which the vehicle was rented. Reimbursement for the additional cost of such liability insurance will be allowed as part of the rental expense. If the vehicle is used for both business and personal purposes while the employee is out-of-state, the expense of insurance will be prorated.

G. Registration

Approved registration charges in connection with attending professionally related workshops, conferences, seminars, etc. will be reimbursed to the employee as travel expenses. (2-CO-1D-10, 4-4094, 4-ACRS-7D-17, 4-APPFS-3A-20) Charges must be itemized as a "registration" expense and listed under the miscellaneous category on the travel voucher. A paid receipt must support the expense or other evidence that the expense was paid.

H. Miscellaneous Travel Expenses

General miscellaneous travel expenses may be authorized for reimbursement if it is clearly connected with the purpose of travel. There must be a clear business reason for the expense and not otherwise required to be grouped in another category of expenses.

1. Generally, reimbursable business expenses include parking fees, tolls, business related phone calls, postage charges, fax fees, baggage handling fees for equipment and materials, gas and oil for rental cars, or meeting room rental. If the business purpose is not clear, a statement is required to explain the purpose.
2. Baggage fees charged for the first checked bag are reimbursable with a receipt from the airline. Over weight fees or additional bags are not reimbursable unless the traveler can justify and document the business need of the additional baggage.
3. Laundry services may be approved if the stay is seven days or longer.
4. Charges that are personal in nature are not reimbursable. These may include, but are not limited to, personal phone calls, reading materials, over-the-counter medications, or non-business use transportation.

I. Completion of the Travel Voucher

[OMES Form 19](#) entitled "State Travel Voucher" must be completed by the traveling employee for reimbursement of all travel expenditures. Upon completion, the travel voucher will be forwarded to the facility/district/unit's business office for submission to the Finance and Accounting Unit.

When completing the travel voucher:

1. All claims for reimbursement of travel expenses must be made payable to the person who performed the official travel unless the traveler completes the "assignment" section of the travel form. The employee may arrange for lodging and authorize OMES to produce a check payable to the hotel from the travel voucher.
2. All expenses must be grouped with the proper account code on the travel voucher. The travel voucher has the code and title of the most widely used account codes printed on the form. The affected financial manager is responsible for reviewing the voucher account codes before submission to Finance and Accounting for payment.
3. Employment status, either employee or non-employee, must be indicated on the form.
4. When mileage is claimed, or a state car is used for travel, the tag number of the vehicle used is required on the claim.
5. The employee's official duty station is required on the claim. The official duty station is the city or town in which the employee is normally assigned to work.
6. The purpose of travel or the "Nature of Official Business" must be notated as clearly and concisely as possible on the form. This notation will include the dates of the event. If the event has a formal announcement or brochure, it will be submitted with the travel voucher.
7. Each major point of travel, including en-route stops for lodging, must be indicated on the travel voucher with the time and date of each stop. The most direct route possible must be used while in travel status.
8. If personal leave time is used in conjunction with official travel, a notation should be made on the travel voucher identifying the personal leave period. Each segment of time spent in travel status must be indicated with a start date and time and an end date and time.
9. Travel time that transcends a weekend/holiday period must be terminated/re-instituted for time wherein work is not performed. Travel periods that extend over weekends/holidays and which an employee requests reimbursement of expenses must be annotated on the travel voucher to show weekend work was required or that weekend stopover was necessary or advantageous to the state as an example, the return of employee home and back to point of travel was impractical.
10. Employees will be reimbursed only for the expenses personally incurred and for which they are entitled. All expenses must be indicated under the appropriate sections provided on the travel

voucher ([OMES Form 19](#)). Receipts must be provided for all items requiring a receipt.

11. Exclusion of major categories, such as lodging, per diem, or transportation must be noted on the travel claim when reimbursement is not requested.
 - a. When reimbursement is made on another submission, the other voucher number must be cross-referenced where the omitted expenses were claimed.
 - b. If payment is made through a direct bill or from another source, it must be indicated such on the claim.
 - c. If no claim will be made for the omitted expense, “no reimbursement requested” will be indicated on the claim.
 - d. Claims for mileage only do not require explanations for lodging and per diem.
12. The person requesting reimbursement must sign and date the travel voucher.

III. Commercial Airline Travel

The ODOC travel coordinator within the Contracts and Acquisitions Unit holds the travel purchase card and is responsible for payment of all commercial air travel arrangements for ODOC staff.

A. Requirements for Booking Travel

Employees or other individuals conducting official business on behalf of the agency that have been approved for out of state air travel can use either one of the two defined processes. All flights will be non-refundable fares.

1. The traveler can make their own arrangements with the state contracted travel agent.
 - a. The traveler will complete the ODOC travel memo form available on ODOC website under “Contracts and Acquisitions” and obtain approval from the director or the appropriate senior staff.
 - b. The traveler will call the ODOC preferred travel agent to identify a flight that meets their business needs. Once a flight has been identified, the traveler will ask the travel agent to place the ticket on a 24-hour hold and ask to be emailed a copy of the itinerary.
 - c. The traveler must forward a copy of the proposed itinerary, signed by both the traveler and their supervisor, along with the

approved travel memo and any other supporting documentation to the travel coordinator in the Contracts and Acquisitions Unit.

- d. Upon receipt of the completed documentation, the travel coordinator in the Contracts and Acquisitions Unit will contact the preferred travel agent to finalize the itinerary and pay for the airfare.
2. The traveler can request that the travel coordinator within the Contracts and Acquisitions Unit make their arrangements with the designated travel agent. The traveler must provide the travel coordinator with the following information:
 - a. A completed ["DOC Travel Request Form"](#) available on ODOC website under Contracts and Acquisitions.
 - b. A copy of approval by director or appropriate senior staff.

B. Restrictions

1. For reasons of economy, no agency employee will be allowed to fly first class. All reservations will be made using second class or tourist accommodations. Whenever possible, reservations should be made far enough in advance to take advantage of any discounts or economy type fares.
2. The travel coordinator will not make travel arrangements for personal travel of employees or for individuals, such as family or friends traveling with employees during agency approved travel.

C. Itinerary Changes

All changes in Itinerary must be processed during normal business hours and follow the same processes identified for booking the travel using the "Employee Travel Request Form." Changes needed outside normal business hours will be handled by the traveler through the 24-hour "800" number for the travel agency printed on their itinerary.

D. Cancellation of Reservation

The employee will notify the Contract and Acquisitions Unit immediately if the airline reservation cannot be used. The agency pays for the tickets at the time of reservation and must request a refund before the scheduled flight.

E. Completion of Travel

Upon return, the submission of a travel voucher will certify the use of a purchased airline ticket for its intended business purpose. If a travel reimbursement voucher is not filed, the employee must complete a "Verification of Travel Form" ([Attachment A](#), attached) and return it to the

Contracts and Acquisitions Unit.

F. Employee Purchased Airfare

On occasion, the situation may require an employee to purchase airfare outside the Contracts and Acquisitions Unit. The employee will be reimbursed for the actual cost of the airfare up to the cost of a comparable coach class seat purchased through the state contracted travel agent. However, it is recommended that the employee make reservations through the Contracts and Acquisitions Unit whenever possible.

(Revision-01 07/31/2018)

IV. Travel Coordinator Responsibilities

When booking hotel and transportation for agency personnel, travel coordinators will utilize the agency "Trip Ticket" ([Attachment B](#), attached) to track the progress of each trip. The travel coordinator will provide the completed trip ticket to the travelling employee.

A. Lodging Confirmation

The travel coordinator will record:

1. The hotel name;
2. The confirmation number;
3. The date any authorizations were provided to the hotel, if required;
4. Verification the traveler was sent booking information;
5. The name of the hotel employee confirmation was made; and
6. The coordinators name and contact information.

B. Flight Confirmation

The travel coordinator will record:

1. The ticket number;
2. The booking reference;
3. Verification the traveler was sent the flight information; and
4. The coordinators name and contact information.

C. Ground Transportation Confirmation

The travel coordinator will record:

1. The type of transportation booked;
2. The vendor and confirmation number;
3. Verification the traveler was sent booking information; and
4. The coordinators name and contact information.

V. Direct Purchase of Meals, Lodging, and Registration

A. Contract for the Payment of Meals and Lodging

The agency may enter into a contract for the payment of meals, lodging, or other related expenses as necessary for employees or other persons who are performing substantial and necessary services to the state attending conferences, meetings, seminars, workshops, or training sessions or in the performance of their duties. Such expenses may be paid directly to the contracting agency or business.

1. When attending conferences, meetings, seminars, workshops, or training sessions, the business objective must be evidenced by formal documentation such as a brochure, letter, or agenda.
2. Funds must be encumbered with a purchase order in accordance with [OP-120103](#) entitled "Acquisitions and Dispositions."
3. The conferences, meetings, seminars, workshops, or training sessions must qualify for overnight travel as defined in Section I. of this procedure unless it is an official course of instruction or training conducted or sponsored by any state agency (74 O.S., § 500.2 E.2. & E.4.).
5. The cost for meals and lodging may not exceed the authorized daily rate for lodging and per diem as provided in the State Travel Reimbursement Act (74 O.S., § 500.1 et seq.).

B. Direct Purchase of Registration

The agency may enter into a contract for the payment of registration expenses as may be necessary for employees who are performing substantial and necessary services to the state by attending conferences, meetings or training. Such expenses may be paid directly to the contracting association or business.

7. Invoices submitted for payment must show the name and date(s) of the conference, workshop, or meeting, and the supporting documentation submitted with the invoice for payment will include the name(s) of the person(s) who attended, the objective of the travel, and cross-reference the related travel claims if applicable and available.

8. Registration fees may be paid in advance provided a discount is given for early payment, substitution of employees is allowed, and a full refund is available if the event is cancelled. An official document must be obtained from the organization indicating these conditions.
9. Funds must be encumbered with a purchase order in accordance with [OP-120103](#) entitled "Acquisitions and Dispositions" or with a purchase card in accordance with [OP-120502](#) entitled "Procedures for Purchase Cards."

C. Charged Meals and Lodging (74 O.S. § 500.2 B.)

The director may authorize the charge of lodging and or meals prior to a purchase order being issued for a contingent of state personnel moved into an area for the purpose of preserving the public health, safety, or welfare or for the protection of life or property such as riots, escapes, or other major incidents.

1. The cost for meals or lodging so charged cannot exceed the amount authorized in the State Travel Reimbursement Act. The vendor furnishing meals, lodging, or both meals and lodging must submit an itemized statement for payment.
2. When a claim for lodging is made for a contingent of state personnel, individual members of the contingent may not submit a claim for lodging. When a claim for meals is made for a contingent of state personnel, individual members of the contingent may not submit a claim for meals.

D. Food and Lodging Contracts for Employee Training (74 O.S. § 500 E.4)

1. Operating units are authorized to enter into contracts and agreements for the payment of food and lodging expenses as may be necessary for employees attending an official course of instruction or training conducted or sponsored by the agency. Expenses will be paid directly to the contracting agency or business establishment.
2. The cost for food and lodging for each employee cannot exceed the prorated per diem rate as provided in the State Travel Reimbursement Act.
3. Employees, if in travel status, cannot claim reimbursement for meals purchased directly by the agency.

VI. References

Policy Statement No. P-120100 entitled "Management of State Funds and Assets"

OP-120103 entitled "Acquisitions and Dispositions"

OP-120502 entitled "Procedures for Purchase Cards"

74 O.S. § 500.1 et seq.

gsa.gov

State Accounting Manual

VII. Action

The division head is responsible for compliance with this procedure.

The director of Business Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-120301 entitled "Travel Reimbursement Procedures" dated April 28, 2016

Distribution: Policy and Operations Manual
Agency Website

| <u>Attachments</u> | <u>Title</u> | <u>Location</u> |
|---|-------------------------------|-----------------|
| Attachment A | “Verification of Travel Form” | Attached |
| (Revision-01 07/31/2018) Attachment B | “Trip Ticket” | Attached |

| <u>Referenced Forms</u> | <u>Title</u> | <u>Location</u> |
|-------------------------|--|---|
| OSF Form 19 | “State Travel Voucher” | http://www.ok.gov/OSF/Forms/Division_of_Central_Accounting_and_Reporting_Forms/ |
| OSF Form 19-1 | “Agency Sponsored Designated Lodging Notice” | http://www.ok.gov/OSF/documents/osf19-01.pdf |
| Website Form | “DOC Employee Travel Request Form” | http://www.ok.gov/doc/documents/Travel%20Request%20Form%2001-01-14.pdf |