

OSF FORM 19 (Rev: OSF 10/03 OUHSC 05/09)  <b>STATE OF OKLAHOMA</b> Travel Voucher	<b>AGENCY BUSINESS UNIT</b> <b>OUHSC</b>	CLAIM OF: EMPLOYEE ID: VENDOR ID: MAILING ADDRESS: (Required for non-employees)																																																																																																																																																																																																																																																																																																																																
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I, _____, by signing here do under penalty of perjury, declare that the information contained in this document and any attachments are true and correct to the best of my knowledge and belief.				I certify that I am of greater level of institutional authority and completely independent from the individual being reimbursed.																																																																																																																																																																																																																																																																																																																														
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# AIRFARE VS. MILEAGE COST COMPARISON SHEET

## AIRFARE (if had flown)

Contracted Travel Agent Quote _____	\$236.90
OKC/Tulsa airport parking _____	\$15.00
OKC/Tulsa miles to/from airport (mi x rate = \$) _____	\$16.50 (30 mi x .55)
Shuttle/taxi/miles (mi x rate = \$) to/from airport/hotel _____	\$15.87 (28.84 mi x .55)
<b>TOTAL \$</b> _____	<b>\$284.27</b>

## MILES DRIVEN (actually incurred by driving)

Actual Miles Driven (mi x rate = \$) _____	\$292.15
Hotel parking _____	\$0.00
Tolls _____	\$0.00
<b>TOTAL</b> _____	<b>\$292.15</b>

**If had flown would have cost 284.27. Driving costs incurred were 292.15. Flying cost is lesser of two.  $292.15 - 284.27 = 7.88$  adjustment on Form 19.**

**\*\*Notes\*\***

### AIRFARE

Quote should be obtained at time flight arrangements are made.

Parking in OKC is limited to the allowed Long Term covered rate. See policy.

OKC miles to/from airport – wkdy is 15 miles, wkend can be claimed from home.

Tulsa miles to/from airport – wkdy is 10 miles, wkend can be claimed from home.

Shuttle/taxi – \$ amt needs to come from conf brochure – cannot be an estimate.

### MILEAGE

Mileage will need to be printed from mapquest to verify.