



Are you planning to travel?

As an Oklahoma State Agency, The University of Oklahoma Health Sciences Center (OUHSC) is required to comply with the state travel policies, regardless of funding source. Before you travel, be sure you know the OUHSC and State travel policies.

State of Oklahoma Travel Policy located in Office of State Finance Procedures Manual, Chapter 300, Subsection 330 can be accessed at:

<http://www.ok.gov/OSF/documents/300.pdf>

The OUHSC Travel Policy can be accessed at:

<http://admin-scb.ouhsc.edu/policy/#540>

Policy Updates - AP News can be accessed at:

http://www.ouhsc.edu/financialservices/AP/AP_News.asp

The policy requires that all travel expenses be documented, so keep all brochures, forms, agendas, etc., until the travel claim has been processed.

Please note...

LODGING: Lodging is limited to the U.S. General Services Administration (GSA) rates unless qualifying as a designated lodging facility by the host organization. For GSA rates please go to www.gsa.gov, Per Diem Rates. If lodging qualifies as being designated, reimbursement is limited to the single room rate and must be documented by the host organization. Lodging at GSA rate may be found using www.fedrooms.com.

MEALS AND INCIDENTALS: Meals and incidentals are paid at the GSA meals and incidentals (M&IE) rate that is posted on the GSA website. M&IE per diem is based on the city/county in which you lodge. For GSA, rates please go to www.gsa.gov, Per Diem Rates.

RENTAL CARS: Rental cars must be justified for business use especially where the object of travel is conducted or held at a designated hotel location. Reimbursement of rental car expense incurred will be adjusted on a prorated basis for excessive non-business use regardless whether rented or leased for business purposes on flat-rate terms (i.e., weekly with unlimited miles).

TRAVELING BY CAR OUT OF STATE: Reimbursement for out-of-state transportation costs shall not exceed that of coach class airplane fare. This will require anyone traveling out-of-state by car to obtain an airfare quote from a *University Contracted Travel Agency* for cost comparison with reimbursement limited to the lesser of the two amounts. Exceptions to this requirement apply when two or more employees travel together and/or an employee needing to transport large business items which limits the ability to fly. For a list of University contract travel agents, please see <http://www.ou.edu/purchasing/home/contracts/services.htm#services>.

For assistance with travel please call:

Accounts Payable Travel

271-2038

Email: AP-TRAVEL@net.ou.edu