

**UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
ATTACHMENT TO STATE OF OKLAHOMA TRAVEL VOUCHER**

NAME OF TRAVELER: _____

DATES & DESTINATION OF TRAVEL: _____

DEPARTMENT: _____

OUT-OF-STATE TRAVEL PRE-AUTHORIZATION:

I certify that I am the appropriate supervisor with budgetary authority for the above traveler and that this travel is for official business and is authorized.

SIGNATURE: _____ DATE: _____

TITLE: _____

PRE-TRAVEL CHECKLIST:

1. I am staying at a hotel designated by (not only suggested by) the sponsor of the event?
 - a. _____ Yes
 - b. _____ No. (Please check FedRooms.com for a hotel that is within the GSA rate. For GSA rates, see the Per Diem Rates link on the Accounts Payable Tools page. If lodging is more than the Federal rate for the city in which you are visiting, but is necessary for you to stay, you will need to complete an Agency Sponsored Designated Lodging Notice and submit it for pre-approval to Oklahoma City, Financial Services fax 405-271-2367. Please note, in order to receive approval, you must meet one of the requirements listed on the form. Otherwise, you will not receive approval for designation and will be limited to GSA rate.)

2. I have checked my food and incidental per diem for the city/county in which I am lodging to know what amount I will be reimbursed when I return?
 - a. _____ Yes
 - b. _____ No. (You can check the GSA rate from the Per Diem Rates link on the Accounts Payable Tools page. Locate the city in which you are lodging. If city is not found, click on the NACO link to locate the county information. If neither found, you receive the standard CONUS rate in the gray box at the top of the page.)

3. I have made air travel arrangements through an OUHSC contracted travel agent?
 - a. _____ Yes
 - b. _____ No. (You will need a comparison quote from an OUHSC contracted travel agent. Reimbursement is allowed for mileage/airfare up to the amount of the contracted airfare quote and/or amount incurred, whichever is less.)