

TRAVEL CLAIM - DOCUMENTATION REQUIREMENTS

IF CLAIMING	THEN ATTACH
Official Mtg or Conference	Cover sheet of brochure showing conference names, dates, and location, or Meeting notice with the same information.
Mileage, In State of Oklahoma	1. Mileage Log or MapQuest, 2. ODOT (if in the state of Oklahoma), 3. Vehicle Tag number on Form 19
Mileage, Out of State of Oklahoma, singly	driving 1. Mileage Log or MapQuest, 2. Allowed business justification for driving vs. flying <u>or</u> Airfare vs. Mileage comparison form with backup documentation for costs listed, 3. Vehicle Tag number on Form 19.
Mileage, Out of State of Oklahoma, with multiple University attendees	driving 1. Mileage Log or MapQuest, 2. List of University employee attendees riding together, 3. Vehicle Tag number on Form 19.
Per Diem, flew to destination	1. flight itinerary, 2. GSA Printout, 3. NACO (if city not listed on GSA), 4. Documentation of included meals (if paid fee to attend such as registration), 4. Documentation of where lodged because per diem is based on city/county of lodging.
Per Diem, drove to destination	1. GSA Printout, 2. NACO (if city not listed on GSA), 3. Documentation of included meals (if paid fee to attend such as registration), 4. Documentation of where lodged because per diem is based on city/county of lodging, 5. Verification of 24/48 hr rule (i.e. agenda, registration hours, etc.)
Lodging	1. Itemized Paid Lodging Receipt, 2. Documentation stating designated hotel and single room rate (if designated), 3. GSA printout for lodging location (if not designated), 4. NACO (if city not listed on GSA).
Airfare, paid direct or by outside source (not claiming)	(not claiming) Copy of the final flight itinerary
Airfare reimbursement	1. Paid Receipt, 2. Contracted Travel Agent Quote
Local Transportation (i.e. taxis, shuttles, buses, etc)	Paid Receipt stating origin and destination, with a note of the business purpose. (i.e. taxis to restaurants are not allowed by general policy so what is the purpose of going to the restaurant,
Registration	1. Paid Registration Receipt, 2. Registration Form (or other documentation stating what the rates are and what is included in registration).
Internet	1. Paid Receipt, 2. Specific business justification (i.e., check work emails).
Tolls	Paid toll receipts or printout of miscellaneous toll charges.
Telephone	1. Paid telephone receipts, 2. Specific business justification for telephone calls.
Parking	1. Paid parking receipts, 2. Business justification for parking (except airport parking when flying).