Types of Travel

- **Major Types**
  - Employee
    - In-State
    - Out-of-State
    - Foreign
  - Non-employee travel for business
  - Student
In-State

• No pre-authorization required.
  – Only Supervisor prior knowledge

• Per Diem
  – Overnight lodging required, or
  – Travel Status must be ≥18 hours
  – Paid at US General Services Administration (GSA) rate for location of lodging or point of business if no lodging incurred

• Mileage Claims
  – Either a log or MapQuest for each site visited
  – Purpose for each site visited
Out-of-State

• Pre-Authorization Required
• Travel By Air Required
  – Airfare should be made through University contracted travel agency (see Public Transportation slide), or a comparison quote required. Reimbursement will be no higher than the contracted rate.
  – If travel by car, mileage will be reimbursed up to the cost of a contracted travel agency airfare quote plus related expenses. See the AP Forms website for the airfare vs. mileage comparison form.
  – Exceptions:
    • Two or more employees riding together to the point of business
    • Transportation of items that is not practical for air travel
• Per Diem—
  – Overnight lodging required, or
  – Travel Status must be ≥18 hours
  – Paid at GSA Rate for location of lodging or point of business if no lodging.
Foreign

- Pre-Authorization Required
- Travel By Air Required
  - Airfare should be made through University contracted travel agency, or a comparison quote required. Reimbursement will be no higher than the contracted rate.
- Per Diem
  - Paid at GSA Rate for location of lodging or point of business if no lodging.
- Currency
  - Currency is converted as of transaction date using either [http://www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/) or a credit card/bank statement using the charged conversion rate.
• Paid at the annual IRS rate. For calendar year 2011 this rate is $0.51 per mile.

• Car license tag number required if claiming mileage.

• If leaving from home on a work day, the shorter of the distances from the employee's residence or office location to the destination point(s) of travel will be considered the starting point of travel. The shorter distance test will also apply for returning to the office or to home if released for business day. When claiming such shorter distance, it must be documented on the claim.
• Airfare must be arranged by a University Contracted Travel Agency. For a list of agencies [click here].
  – If airfare is purchased by other means, a quote from a contracted travel agency must be obtained. Reimbursement is at the lesser of the two fares.
• Airfare must be via the most direct route to the point of business. If an indirect route is taken for business or personal preference, justification must be included.
  – For business cost savings, the savings must be documented with quoted comparison rates.
  – For personal preference, any personal portion must not be charged to the University.
• Required Documentation: regardless of who/how airfare is paid, a flight itinerary is required for reimbursement.
Per Diem

• Meal reimbursement is allowed at GSA meals and incidental expenses (M&IE) rate. Click here for the rates. Click on the location on the map for the rates. Hawaii, Alaska and foreign rates are available on the right side of the map.

• M&IE rates include three meals per day and incidental expenses. Incidentals include tips, newspapers, refreshments, other-the-counter medication, etc.

• If registration is paid, any included meals must be deducted from reimbursement of per diem. Meals are deducted at ¼ of one day’s M&IE rate. Receptions, continental breakfasts, and refreshments are not considered meals therefore are not deducted.

• If lodged with friends or family, entitled to an additional $10 per night to be added to per diem.
• Contiguous/Non-Contiguous Rules
  – **Contiguous**: Per diem is allowed to begin/end no more than 24 hours prior to/after the object of travel.
  – **Non-Contiguous**: Per diem is allowed to begin/end no more than 48 hours prior to/after the object of travel.

• These rules determine the maximum time allowed for the business portion of the trip. Employee may be allowed travel status not to exceed the customary 24/48 hour period before or 24/48 hours after the object of travel when personal leave is taken immediately prior to the object of travel or immediately after the object of travel has ended. However, reasonable expectations should be considered for whether such business trip would have required such extended period, e.g., would the person have returned home instead of staying another night? If possible for the employee to have returned home, then per diem and lodging should end at the conclusion of business travel objective.
Lodging

- Lodging is allowed at GSA lodging rate. [Click here](#) for the rates. Click on the location on the map for the rates. Hawaii, Alaska and foreign rates are available on the right side of the map.
  - To locate rooms at GSA rate go to [www.fedrooms.com](http://www.fedrooms.com).
- Lodging designated by the host of an event may be reimbursed at the standard single designated room rate.
  - Documentation Required: a notice from the meeting host indicating the designated facilities and designated standard single room rate(s).
  - Suggested hotels are not considered designated.
  - Note: upgrades are not reimbursable. This includes rooms with optional views, suites, etc.
- **Reimbursement Documentation Required**: Detailed paid hotel receipt.
**Registration Direct**

• Direct to the vendor. Will the vendor accept a PO in lieu of advanced payment?
  – Yes.
    • PO issued to the vendor to reserve your spot. Payment is made after the event.
    • Prepayment, you must document the following three items:
      – Prepayment will result in a discount
      – Registration is transferable
      – If the event is cancelled by the host, 100% refund will be provided.
  – No. Vendor will not accept a PO, advanced payment can be made direct. Documentation that POs are not accepted and advanced payment is required. The registration form serves as the invoice.

• If registration is paid by any means (direct or reimbursement) and per diem is claimed, meals provided with registration must be documented by providing the agenda indicating the number of meals included.
Registration Reimbursement

- If registration is paid by the employee and reimbursement is requested, a registration form or other documentation must be provided showing the amount charged, in addition to a paid receipt.

- If registration is paid by any means (direct or reimbursement) and per diem is claimed, meals provided with registration must be documented by providing the agenda indicating the number of meals included.
Local Transportation

• In-state: should be by personal vehicle. A rental car should not be obtained unless the cost is less than mileage eligible for reimbursement if a personal vehicle was used.

• Out-of-state: should be by public transportation (i.e., taxi, shuttle, bus, etc.) to/from object of business. All transportation must list origin/destination and business purpose. Tips are allowed at $1 for a fare of $5 or less and up to 15% for >$5 fare.
Rental Cars

- In-state: cost cannot exceed cost of mileage on personal vehicle.
- Out-of-state: Rental cars require documented business justification. Business justification as less expensive mode of transportation must be documented with evidence of local transportation costs. Documentation cannot be estimated/hypothetical.
  - Note: If the vehicle is justified for business purposes, the miles driven must be compared to the business justification. If miles are not fully justified by business purpose the reimbursement request is subject to adjustment for personal use. If remaining miles cannot be justified for business use the cost of the rental will be prorated for business vs. personal use.
- Reimbursement Documentation Required: final paid receipt. An estimated quote and credit card payment are not sufficient. Must have final paid receipt with all costs and actual mileage listed.
Rental Cars: Allowed Costs

- Daily rate for economical vehicle. Upgraded vehicles would need to be business justified.
- Insurance:
  - Liability: In-state, is covered by the State Risk Management policy. Out-of-state coverage should be obtained.
  - Loss Damage Waiver: should always be obtained.
  - Personal Insurance: is not reimbursable.
- Navigation: personal preference, not covered.
- Car seats, additional drivers, upgrades, etc.: personal, not covered.
Miscellaneous Expenses

- **Internet Use**: Allowed with business justification.
- **Telephone Calls**: Allowed with business justification.
- **Fax Charges**: Allowed with business justification.
- **Room Service**: Not reimbursable. Per Diem is paid in lieu of meal reimbursement.
- **Other Room Charges**: Not reimbursable.
- **Tolls**: Reimbursable with paid receipts, statements, or search on pikepass.com for origin and destination.
- **Parking**: Allowed with paid receipt(s) and business justification. Airport parking is allowed at long-term garage parking rate.
Paid Receipts

• All original paid receipts required for reimbursement.

• If no paid receipt for local transportation, and cost is less than $25, list what happened to the receipts, the origin and destination, dates, business purpose and amounts.

• If no receipt is available for local transportation ≥$25, a Lost Receipts Form, located on AP Forms website, must be completed and submitted with the travel claim Form 19.

• If costs are paid by another person, that portion can be assigned to the person who paid the expenses. The travel must file for reimbursement request and assign the payment.
Evidence of Payment

• Evidence of payment: “zero balance due" on the vendor's billing statement; amount charged to the employee's credit card (credit card statement or charge card impressed receipt attached to the claim); or similar annotation from the vendor indicating paid in full.

• If no paid receipt available:
  – Expense was paid by credit/charge card and the employee feels reluctant to release his/her full statement or account number, he/she may submit a sanitized copy of the charge card statement identifying only the expense item being claimed.

  – Expense was paid by personal check, a copy of the person's bank processed check may serve as the receipt of payment.
If the contract or grant agreement simply provides the availability of funds without stipulation of how they are to be expended or accounted for, the state's laws as they apply to other funds under the control of the state shall prevail.

Thus, if the contract or grant agreement does not explicitly provide otherwise, reimbursement of travel expenses shall be subject to the standard provisions of the Standard Travel Reimbursement Act (STRA).
Tools/Resources

• Tools
  – **Traveler Envelope**, can be ordered from OU Printing Services. Provides summary of travel policies, links to policies, and short checklist printed on an 8 ½ x 11 envelope to contain your receipts as you incur travel expenses.

• Policies
  – **OUHSC**: [http://admin-scb.ouhsc.edu/policy/#540](http://admin-scb.ouhsc.edu/policy/#540)
Reimbursement

• Reimbursement is claimed on an OSF Claim Form 19.

• Submissions should be sent within 90 days of travel.

• Due to the complex requirements, OSF Claim Form 19 preparers are required to attend an Initial Travel Training and an annual Refresher Travel Training. Reoccurring erred claim submissions by preparers not attending required training will be returned to the department for resubmission by a trained preparer.