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Accounts Payable
TRAVEL
Financial Services

Email – AP-TRAVEL@net.ou.edu
Telephone – (405) 271-2038
Fax Number – (405) 271-3981
Campus Address – SCB218

***********************
* TO JOIN THE LISTSERV *
***********************
Write to LISTSERV@SPEEDY.OUHSC.EDU and, in the text of your message (not the subject line), write:
SUBSCRIBE HSCTRAVEL

PLEASE NOTE:
Travel as taught in this class pertains to business related travel for individuals who are performing a service for the University whether it is a volunteer service or a paid employee. Individuals who are students, contractors, consultants, or receiving an honorarium cannot be paid through these means. If that is your situation, please contact the Accounts Payable processing group, 271-2410 for further guidance.
Policy Information

OSF State Travel Policy

As an Oklahoma State Agency, we are considered for travel policy purposes to be state employees. This means we are required to adhere to the State Travel Reimbursement Act, which is outlined in the Office of State Finance (OSF) Procedure Manual. The travel policy is in Chapter 300, sub-section 330 of the OSF Procedure Manual.

A link to this policy can be found under the AP Links section or by going to http://www.ok.gov/OSF/documents/300.pdf.

OUHSC Travel Policy

OUHSC policy is more specific for the University, but still within the policy set forth by the OSF Procedure Manual. The OUHSC Travel Policy can be found at http://admin-scb.ouhsc.edu/policy/#540.
PERSONAL LEAVE IN CONJUNCTION WITH BUSINESS TRAVEL

1) Applicable Policy

(9) Personal Leave in Conjunction With Official Travel. When personal leave time of any kind is taken in conjunction with the employee's official travel schedule, such personal leave time should be reflected in the dates of entering travel and returning home. However, the number of days and hours must reflect only the official travel status period and a notation made identifying the personal leave period. The employee may be allowed travel status not to exceed the customary 24-hour period before or 24 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. (See the 24-Hour Rule, Section 330 C. 1. b. (2) (a) ) However, reasonable expectations should be considered for whether such business trip would have required such extended period, e.g., would the person had returned home instead of staying another night?

When personal leave time is taken in between multiple official business trips on the same schedule, the employee must indicate the exact date and time of departure from and return to official travel status on the travel voucher. The payment of ordinary travel expense reimbursement shall be suspended for periods when the employee is in personal leave status. (e.g., Oklahoma City to Denver on business -- personal leave -- Denver to New York on business and return to Oklahoma City) The 24-hour period after one trip and the 24-hour period before the next trip may be considered if added costs (per diem, lodging, etc.) are less than the transportation cost savings of not returning back home between individual trips. A cost comparison of said time period costs vs- any transportation costs savings must be provided with the claim.

2) Determine actual business days of travel

3) Obtain airfare quotes for those applicable business dates of travel only

4) Only put business airfare portion on the ATA. Difference should be paid by the traveler.

5) M & IE per diem should be for the days/times of the business only, per airfare quote (obtained in step 3 above), to account for what the traveler would have done for business only.
PERSONAL LEAVE EXAMPLE:

Meeting located in Hawaii. Allowed up to 48 hours to return home as necessary for business. Meeting ends February 17th at 12:45 pm. Traveler departs February 19th at 10:55 pm landing in Oklahoma City February 20th at 3:10 pm. No business performed after February 17th at 12:45 pm. What would be the allowed ending business time for this trip?

PERSONAL LEAVE ANSWER:

Assuming the same flight would be available the day the conference ended, the business would end at 5:10 pm on the 18th of February, which in return means the claimant would not be eligible for hotel reimbursement the nights of the 17th or 18th either.

<table>
<thead>
<tr>
<th>Show point travel status began, each point visited</th>
<th>Date (Year2010)</th>
<th>Mileage Claimed</th>
<th>Travel Status Hour</th>
<th>Number of Days</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OKC/Waikola, HI</td>
<td>02/12</td>
<td>8:55a</td>
<td></td>
<td>6</td>
<td>-3-9</td>
<td>104</td>
</tr>
<tr>
<td>Waikola, HI/OKC</td>
<td>02/18</td>
<td>5:10p</td>
<td></td>
<td>0-3</td>
<td>-</td>
<td>0.00</td>
</tr>
</tbody>
</table>

NOTE: Claimant stayed through the 19th of February for personal preference. No business after the 17th at 12:45pm.
MULTIPLE BUSINESS SITES AND/OR OVERNIGHT STAY

1) Determine the per diem rate for each location of lodging based on the city of lodging.
2) Determine the days and times the traveler departed each location.
3) Use number 2 above to determine number of days and hours at each location.
4) Determine the number of meals provided within registration or business meals at each of the locations.

Subtract ¼ of the applicable daily M&IE rate for each meal paid for by the University through registration and/or business meal receipt and/or hosted meal.

EXAMPLE:
Traveler departs Oklahoma City Sunday March 21, 2010 at 4:00 pm and drives to Tulsa for a business meeting Monday morning 8:00 am. Registration was $50 and includes lunch on the 22nd. The traveler lodged in Tulsa, Oklahoma for the 21st and the 22nd. The meeting ends at 5:00 pm on the 22nd. Tuesday morning, March 23, the traveler flies out of the Tulsa airport at 9:00 am to Orlando, Florida for a three day conference. The conference registration begins 7 am on the 23rd. The conference is 8 am the 24th through noon on the 26th. Lunch is provided on the 24th and 25th with registration. Traveler departs FL on the 26th at 2 pm and lands in Tulsa on the 26th at 10 pm. The traveler then lodges in Tulsa the evening of the 26th and drives back to OKC at 8:00 am on Saturday the 27th arriving at home at 10:00 am.
CRUISE CALCULATION STEPS

1) **Determine the daily cost of the cruise**
   Divide the total package cost by the number of days included. If registration costs are included will need to break out registration prior to determining daily costs.

2) **If daily cost in number 1 is only lodging and meals, multiple by number of business days for lodging amount to be paid.**

3) **Use the M&IE per diem rate based on the Port.**
   Based on 24 hours before/after the beginning/end of each actual meeting days/times. Subtract a quarter's per diem for each meal provided during this period.

**EXAMPLE:**

Alaskan cruise meeting 6/14/09 – 6/21/09. Registration paid separate than cruise package so not figured in the daily rate. Full cruise package plan for lodging/food was $1629.44 for 7 nights. It included 15 meals. See meeting agenda. No business on Wednesday or Thursday of the meeting. Cruises are allowed to have 24 hours before/after actual business times for lodging and m&ie per diem. Business ended June 16th at 10:30 am and started back June 19th at 1:50 pm. Therefore lodging is allowed all nights with the exception of the 17th. Per diem is allowed beginning of the trip (6/14 at 4:00 pm) until the 17th at 10:30 am (24 hours after business) and begins again the 18th at 1:50 pm (24 hours prior to start of business). Port for the cruise was Seattle Washington with a m&ie per diem rate of $64/day.
CRUISE CALCULATION STEPS

1) **Determine the daily cost of the cruise**
Divide the total package cost by the number of days included. If registration costs are included will need to break out registration prior to determining daily costs.

\[
1629.44 / 7 = 232.78 \text{ per day}
\]

2) **If daily cost in number 1 is only lodging and meals, multiple by number of business days for lodging amount to be paid.**

\[
232.78 \text{ per day} \times 6 \text{ business days} = 1396.68 \text{ total lodging}
\]

3) **Use the M&I E per diem rate based on the Port.**
Based on 24 hours before/after the beginning/end of each actual meeting days/times. Subtract a quarter's per diem for each meal provided during this period.

**NOTE:** Breakfast, Lunch, and Dinner provided on board the ship.

**PROGRAM SCHEDULE**

Clinical Concerns in Anesthesia
7-Day Alaskan Explorer via Glacier Bay Cruise
June 14-21, 2009

Sunday, June 14 - Seattle, Washington

1 1600 Ship sails - Puget Sound and San Juan Islands

Monday, June 15 - Scenic Cruising Queen Charlotte Islands

3 0700 Registration - Mandatory Sign-In
0730 Introduction - Welcome
0745 Anesthesia for Ambulatory Surgery K.Deason
0845 Breakfast Break
0945 New Ideas in Ambulatory Patient Discharge K.Deason
1045 Intraoperative Ischemia: Does it Matter? E.Lobato
1145 Strategies to Prevent Perioperative Myocardial Infarction: Do They Work? E.Lobato
1245 Lunch Break
1345 Perioperative Blindness and Positioning Problems K.Deason
1545 Valvular Disease and Noncardiac Surgery E.Lobato
1645 Anticoagulation and Cardiac Surgery E.Lobato
1745 Adjourn
Advanced Travel Cruises

Tuesday, June 16 - Glacier Bay Scenic Cruising

3 0820 Registration - Mandatory Sign-In
   0830 Perioperative Ventricular Dysfunction
   0930 Regional Anesthesia and Anticoagulation: The Facts
   1030 Adjourn

Wednesday, June 17 - Juneau, Alaska - Day Open

1

Thursday, June 18 - Sitka, Alaska - Day Open

1

Friday, June 19 - Ketchikan, Alaska - Morning Open

3 1350 Registration - Mandatory Sign-In
   1400 The Pregnant Patient for Nonobstetric Surgery: Dispelling Fears and Myths
   1500 Rational Approaches to PONV & Antiemetics
   1600 Anesthetic Management for Aortic Stenting Procedures
   1700 Coronary Stents and Clopidogrel in Noncardiac Surgery: New Problems Stemming from New Solutions
   1800 Adjourn

Saturday, June 20 - Victoria, B.C. - Evening Open

3 0720 Registration - Mandatory Sign-In
   0730 Perioperative Glucose Control
   0830 Breakfast Break
   0930 Herbal Medicine: Does It Impact Anesthesia?
   1030 Anesthesia for Robotic Surgery
   1130 Gastroesophageal Reflux and Aspiration During Anesthesia: Myths and Realities
   1230 Anesthesia for Geriatric Patients
   1330 Complications of Monitored Anesthesia Care: Is it Our Fault?
   1430 Adjourn

20 CME I / 20 CEC

Sunday, June 21 - Seattle, Washington - Disembarkation

15 total meals

<table>
<thead>
<tr>
<th>Route</th>
<th>Mileage Claimed ( Miles )</th>
<th>Travel Status Time ( Hours )</th>
<th>Number of Meals Provided (40 per day)</th>
<th>Lodging Amount (260 per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OKC/Seattle WA</td>
<td>84 13 40 10:30</td>
<td>84</td>
<td>1</td>
<td>$1,396.88</td>
</tr>
<tr>
<td>Seattle WA</td>
<td>64 18 40 12:30</td>
<td>64</td>
<td>1</td>
<td>$1,396.88</td>
</tr>
<tr>
<td>Seattle WA</td>
<td>64 18 40 12:30</td>
<td>64</td>
<td>1</td>
<td>$1,396.88</td>
</tr>
<tr>
<td>Seattle WA</td>
<td>192 18 40 12:30</td>
<td>192</td>
<td>1</td>
<td>$1,396.88</td>
</tr>
</tbody>
</table>

TOTALS

| LODGING | $1,396.88 |

TOTAL MILS @ $500 (10/10-12/12) = $0

MODE OF PUBLIC TRANSPORTATION (flight itinerary required)

Agency Direct Purchase By ATA:

TOTAL PUBLIC TRANS. PAID BY CLAIMANT:

ITEMIZED LOCAL TRANSPORTATION ITEMIZED MISCELLANEOUS COSTS

Taxi: Registration Fee: $0.00 Paid By Claimant: $0.00
Shuttle: # qualified meals included registration: 15

OUHSC – Advanced Travel Training – Updated March 2012
Two Main Steps:
1) Justification for needing the rental car.
2) Showing use of rental car and prorating non-business use.

Step 1 - Justification
Must state why the rental car was needed.

Rental Car Justification:
A rental car was necessary for transportation to/from hotel, Tarrytown, NY to New York Medical College for various meetings and scientific collaborations with colleagues.

Step 2 - Show Actual Use of Rental Car and Prorate Personal
Must show MapQuest to document stated purpose and ensure mileage is reasonable to the stated business purpose.

181 Total Miles Driven

Business stated:
1. Airport to Meeting to Hotel
2. Hotel to Meeting
3. Meeting to Hotel
4. Hotel to Airport
Advanced Travel

Rental Cars

181 Total Miles Driven

Business stated:

1. Airport to Meeting to Hotel - 49.80
2. Hotel to Meeting - 7.46
3. Meeting to Hotel - 7.46
4. Hotel to Airport - 36.16

TOTAL = 100.88 business miles

Driven 181-100.88 = 80.12 personal miles
**Prorating Personal Miles**

\[
\frac{100.88}{181} = 0.557348 \text{ percent}
\]

Rental: \(181.40 \times 0.557348 = 101.10\)

One Way: 24.02

CR Fee: Rental + One way \(\times 11.11\% = 13.90\)

Subtotal: 139.02

Tax: Subtotal \(\times 19.875\% = 27.63\)

LDW 18.00

**TOTAL TO REIMBURSE** $184.65
Example 1 - No Breakout of Expenses in Package Provided by Host:

1) Registration Fee includes registration, meals, and lodging - Allocate Reimb.
   Must allocate the reimbursement for each category. If the vendor does not provide a break out of each item, then use GSA to determine lodging costs.

   \[135 \times 5 = 675 \text{ lodging}\]

2) Remaining will go as registration and meals provided will be deducted as normal from per diem amounts. Must obtain the conference agenda and count meals as normal.

   \[890 - 675 = 215 \text{ registration}\]
Example 2 – Breakout of Lodging Cost is Available from Host:

<table>
<thead>
<tr>
<th>Who</th>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferee</td>
<td>Registration Fee (Double Room)</td>
<td>$890.00</td>
</tr>
</tbody>
</table>

*Total Fees: $890.00

<table>
<thead>
<tr>
<th>Type of Credit</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/22/2010</td>
<td>$955.00</td>
</tr>
</tbody>
</table>

**Total Credits and Anticipated Credits:** $890.00

<table>
<thead>
<tr>
<th>Type of Refund</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

***Total Refunds: $0.00

Balance Due: $0.00

Please note: Single Room requests cannot be guaranteed.

* The Registration fee includes registration, meals and lodging for on-site Conferences. Lodging is not provided for off-site Conferences.

---

**Gordon Research Conferences**

**Fees (2010)**

The conference fees for 2010 are listed below, alphabetically by conference site. “Single” and “Double” room fees cover the cost of registration, meals and rooming. “Off-Site” fees cover the cost of registration and meals only.

Please note that there are two types of fees. The first table lists the fees for standard 5-day Gordon Research Conferences (GRC). The second table lists the fees for Gordon Research Seminars (GRS), which are 2-day meetings designed for graduate students and post-docs. A GRS typically precedes an associated GRC.

For more information about fees, please see the Frequently Asked Questions section.

**Gordon Research Conferences**

<table>
<thead>
<tr>
<th>Location</th>
<th>Conference</th>
<th>Adult Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bates College</td>
<td>Single</td>
<td>$890.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$825.00</td>
</tr>
<tr>
<td></td>
<td>Off-Site</td>
<td>$525.00</td>
</tr>
<tr>
<td>Bryant University</td>
<td>Single</td>
<td>$890.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$825.00</td>
</tr>
<tr>
<td></td>
<td>Off-Site</td>
<td>$525.00</td>
</tr>
</tbody>
</table>

890 each for a double occupancy room
755 each for no lodging
Example 2 Continued:

1) **Registration Fee includes registration, meals, and lodging - Allocate Reimbursement**
   Must allocate the reimbursement for each category. If the vendor does provide a break out of one or more items, work backwards to determine the remaining balance for the registration fee.

   890 each for a double occupancy room
   - 755 each for no lodging
   = 135 for total lodging costs

2) Remaining will go as registration and meals provided will be deducted as normal from per diem amounts.
   890 - 135 = 755 registration
Example - Flight Delayed Due to Weather:

1) Claimant had weather delay in Dallas on return flight on the 15th. Conference ended 7:45 am on 11/15. Flight the airline booked the traveler on is on the 16th. Therefore after the 24 hour rule. Can only claim up to 24 hours per diem after the end of a meeting for contiguous travel. Difference will be an indemnity loss.

7:45 am – 4:15 pm = 8.5 hours of per diem (3-9 hours is ¼ a day per diem)

<table>
<thead>
<tr>
<th>CAMPUS LOCATION (City):</th>
<th>NATURE, LOCATION, AND DATES OF OFFICIAL BUSINESS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Show point travel status began, each point visited and the point travel status ended. (Vicinity only travel should show general geographical area, e.g., Tulsa Vicinity)</th>
<th>Date (Year 2009)</th>
<th>Mileage Claimed</th>
<th>Travel Status Hour</th>
<th>Number of Days</th>
<th>Hrs</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OKC/Tampa FL (Thur)</td>
<td>11/12</td>
<td>8.45a</td>
<td>3</td>
<td>&gt;3-9</td>
<td>51</td>
<td></td>
<td>165.75</td>
</tr>
<tr>
<td>Tampa FL/Dallas TX (Sun)</td>
<td>11/15</td>
<td>4.00p</td>
<td>0-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dallas TX/OKC (Mon)</td>
<td>11/16</td>
<td>7:45a</td>
<td>&gt;15½</td>
<td>71</td>
<td></td>
<td></td>
<td>53.25</td>
</tr>
<tr>
<td>Flight on Sunday was cancelled due to</td>
<td></td>
<td></td>
<td></td>
<td>0-3</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>weather and was bumped to a flight on Monday. No lodging - stayed with</td>
<td></td>
<td></td>
<td></td>
<td>0-3</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>family in the area.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Conference ended 11/15 at 7:45 am,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>flight did not return until 4:15 pm on 16th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

2) The remaining per diem is claimed as an indemnity loss. Losses must be claimed on a Form 3, which requires a notary and a voucher to be entered into peoplesoft. The loss must explain the situation and reference the travel claim.
Foreign Travel Specific Procedures

1) **Contiguous vs. Non-Contiguous Travel**
   If the destination is contiguous to the US, the traveler has 24 hours to prior/post beginning/ending of meeting for travel to receive applicable M&IE per diem.

2) **Per Diem Rate**
   Determine the applicable M&IE per diem rate.

3) **Conversion of Foreign Currency**
   - Registration (check if in US or Foreign Currency - if US no conversion)
   - Lodging
   - Taxi or other local transportation

---

2) **Per Diem Rate**
Determine the applicable M&IE per diem rate. Visit [http://www.gsa.gov](http://www.gsa.gov) to determine the meals and incidentals per-diem rate for point(s) visited.
Foreign Travel - visit \(\text{http://aoprals.state.gov}\) to determine the per-diem rate for point(s) visited (country).

1. Click here to access the U.S. Department of State website.
2. Click here to navigate to the Office of Allowances section.
3. Click here to select Foreign Per Diem Rates.
4. Click here to view the Per Diem Rates page.
5. Click here to access the Current and Prior Year Rates.
6. Click here to select Foreign Per Diem Rates by Location.
7. Use the dropdown box to select a country (for a shortcut, type in the first letter of the country name to jump to that portion of the listing). Click "Go" and Per Diem data for all locations within that country will appear.
8. Then scroll down the list to find the location.
A printed copy of the per-diem rate is REQUIRED to be attached to the claim.
3) **Conversion of Foreign Currency**

When traveling to a foreign country, expenses and receipts must be converted into US Dollars (USD). If the traveler paid by credit card and submits his/her credit card statement, the conversion is on the credit card statement. If the traveler does not submit their credit card statement, and/or paid by other means, visit [http://www.oanda.com/convert/classic](http://www.oanda.com/convert/classic) for conversions. The date of transaction should be entered when converting. This would be the date the payment was made, credit card was charged, etc.

**Note:** A printed copy of each conversion is REQUIRED and should accompany the claim.

- Registration (check if in US or Foreign Currency – if US no conversion)
- Taxi or other local transportation
- Lodging

---

**Taxi Cernobbio**

Tel. 031 513 622
CARTOLANO RAFFAELLE
C.P. C6TRFLS4C09E02SK – P.Iva 01285390132

<table>
<thead>
<tr>
<th>Date</th>
<th>20/1/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percorso da</td>
<td>CERNOBBO</td>
</tr>
<tr>
<td>A: MALPENSA / MILAN</td>
<td>..........</td>
</tr>
<tr>
<td>Costo della corsa</td>
<td>108.00</td>
</tr>
</tbody>
</table>

Estate IVA art. 10 n°9 del D.P.R. 26-X-1972 n°633

Choose credit or cash (kiosk) rate based on currency type used.

Input the DATE of TRANSACTION

Note: if taxis are not noted as being paid by credit card we assume it was paid by cash and should be converted with the cash (kiosk) rate.
Make sure origin and destination are completed on the taxi receipt.

Choose credit or cash (kiosk) rate based on currency type used.

Input the DATE of TRANSACTION
Choose credit or cash (kiosk) rate based on currency type used.

Currency Converter

Currency I Have:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Euro</td>
<td>605</td>
</tr>
</tbody>
</table>

Currency I Want:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Dollar</td>
<td>814.020</td>
</tr>
</tbody>
</table>

INTERBANK: 3%

DATE: Jun 18, 2009

OAANDA

OANDA - Advanced Travel Training - Updated March 2012