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## What's New
- Voucher Entry 23
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.

AP Newsletter

Policy and procedure updates and clarifications are distributed via the Keeping up with Accounts Payable Newsletter. The newsletter archives can be found at http://www.ouhsc.edu/financialservices/ap/AP_News.asp.
Travel Refresher

Employee Expense Reimbursement Time to File

The University operates under the Internal Revenue Service (IRS) accountable plan rules in regards to reimbursing employees for expenses incurred while conducting University business. This includes reimbursement for travel and non-travel expenses. Accountable plan rules dictate that reimbursement claims be filed within a reasonable period of time after the expense is incurred. The University has determined a reasonable period of time to be 120 days. To ensure compliance with IRS guidelines, all expense reimbursements must be received for processing within 120 days after the date of the event (for travel expenses) or date of purchase (for non-travel expenses). Expense reimbursement requests submitted after 120 days may be accepted for processing but the reimbursement will generally be treated as taxable income to the individual receiving payment resulting in the reimbursed amounts being added to the employee’s W-2 at the end of the calendar year.

Submitting Taxable Travel:
Any travel considered taxable income submitted past 120 days should be submitted with a Taxable Income form. The payment must be entered into PeopleSoft, submitting the voucher, Taxable Income form, and all relative backup to AP for payment. Please use the following GL code that applies:

<table>
<thead>
<tr>
<th>Type of Travel</th>
<th>GL Expense Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Travel</td>
<td>701340</td>
<td>TRV-DOM NON-ACCOUNTABLE REIMB</td>
</tr>
<tr>
<td>Foreign Travel</td>
<td>702340</td>
<td>TRV-FRN NON-ACCOUNTABLE REIMB</td>
</tr>
<tr>
<td>Domestic Trainee Travel</td>
<td>703340</td>
<td>TRV-TRN NON-ACCOUNTABLE REIMB</td>
</tr>
<tr>
<td>Foreign Trainee Travel</td>
<td>704340</td>
<td>TRV-FRN-TRN NON-ACCOUNTABLE REIMB</td>
</tr>
</tbody>
</table>

-----SPNSR FUNDS ONLY-----
**Flying**

1. Clarifications on Airfare Comparisons
   a) Airfare comparisons should be obtained prior to any personal airfare purchases.
   b) Quote should only be for the applicable business days in the most direct route available regardless of the flight personally purchased.
   c) Quote should be for the same type of airfare personally purchased (i.e., refundable shall be compared to refundable and non-refundable shall be compared to non-refundable)
   d) If airfare is personally purchased at a non-refundable rate, the cost of any personally purchased insurance should be included in the comparison for lowest price.

2. Air travel can be paid directly by utilizing one of the University Contracted Travel Agents and authorizing payment on a University account via the ATA (Air Travel Authorization) Form. Please note, this form should only be used to pay for the business portion of the most direct flight available. This means, if an employee is by choice (i.e., for personal reasons) flying an indirect route, or interrupted direct route (i.e., different dates of travel) then a quote should be obtained for only the business direct route and that is the maximum charge that should be paid via ATA. The remaining balance due is personal and the responsibility of the employee, not to be paid or reimbursed by the University. This should never be an adjustment to the claim.

3. TSA Regulations

   Travel agents are required to have the passengers correct name and spelling as it appears on their government issued ID (driver license, passport, etc.) along with birth date and gender. Also, please note that if the name on the identification is different than the employee name on file in the HR/Payroll system, you will need to explain the difference when submitting travel for reimbursement.
4. Frequent Flyer Miles Rule

The University recently received guidance from the Office of State Finance (OSF) regarding changes to the State Travel Reimbursement Act (House Bill 1086)

The law restricts the use of Frequent Travel Miles earned through official state business travel and limits their use to offset future travel claims against the state. When used here, “Frequent Travel Miles” will be considered to cover transportation related rewards, such as frequent flyer miles provided directly from the airline companies and any similar rewards offered through bus and train transportation companies.

The OSF Form-19 Travel Voucher has been revised for this law change. The form is revised in the claimant signature certification section with the statement “No frequent travel miles earned from any official state transportation have been used for personal transportation purposes.”

OSF will consider the phrase in the law “I have not benefitted” to mean the travel miles earned on official state travel have not been used for personal transportation. Just earning the miles is not a benefit and the law refers to any earned miles to be used for future official state business travel.

As a result of this change, Financial Services has updated the travel reimbursement form (Form 19) with the required language. Effective immediately, please use the updated form available at www.ouhsc.edu/financialservices/forms.

Required new statement on Form 19.

Claimant Signature  Date

I, ____________________________ by signing here do under penalty of perjury, declare that the information contained in this document and any attachments are true and correct to the best of my knowledge and belief. I also certify that no frequent travel miles earned from any official state transportation have been used for personal transportation purposes.
Per Diem - M&IE

1. Misc
   a) Which per diem rate do you put in the per diem column on the Form 19? ________________
   b) M&IE stands for what? ________________
   c) Per diem is based on where you ________________.
   d) What is the most accurate way to search for your M&IE per diem rate?
   e) How do you deduct a meal from per diem?
   f) How do you deduct meals when there are multiple per diem rates?

2. NO EMPLOYEE BUSINESS MEALS IN TRAVEL STATUS

   Please note, the state has indicated that employees in travel status should not be receiving reimbursement for a meal more than the allotted per diem amount for that meal. Therefore, meals for employee meetings while in travel status are not allowed. The only exception to that would be if the employee in travel status is having a business meal with a non-employee that is necessary and the employee pays for that meal. In that case, it would be reimbursable to the employee in full and 1 meal would be deducted from the per diem on the travel claim of each employee attending that meal. The meal would still have to fall within the food/beverage policy guidelines. This would be an exception to the general rule.
Per Diem (cont.)

3. GSA Rate Changes
   Please note, beginning October 1, 2014 GSA rates change on a federal fiscal year basis which runs from October 1st through September 30th. The new rates for travel after October 1, 2014 can now be found on the GSA website. Here are the local amounts:

   • The Oklahoma City lodging rate is $94 per night and M&IE is $66
   • Enid lodging is $109 and M&IE is $56
   • Both the Tulsa lodging and M&IE rates still fall under the standard rate of $83 for lodging and $46 for M&IE.

Please be sure when looking up per diem rates on GSA you choose the correct federal fiscal year (October 1—September 30) for the date the travel occurred to obtain the appropriate rate. The site will default to the current year.

To search for current year:

Type zip and click FIND

To search for previous year:

Choose year
Click on state
Type zip and click FIND
Per Diem (cont.)

4. Form 19 Changes - Which format is correct?

a)

<table>
<thead>
<tr>
<th>Date (Year 2013)</th>
<th>Travel Status Hour</th>
<th>Number of Days</th>
<th>Number of Hrs</th>
<th>M &amp; IE Per-Diem</th>
<th>Lodging Amount</th>
<th>TOTAL PER DIEM / LODGING</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 19</td>
<td>10am</td>
<td>0-3</td>
<td></td>
<td>0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>01 20</td>
<td>7pm</td>
<td>2</td>
<td>3-9</td>
<td>137.25</td>
<td>$183.06</td>
<td>$203.31</td>
</tr>
</tbody>
</table>

b)

<table>
<thead>
<tr>
<th>Date (Year 2013)</th>
<th>Travel Status Hour</th>
<th>Number of Days</th>
<th>Number of Hrs</th>
<th>M &amp; IE Per-Diem</th>
<th>Lodging Amount</th>
<th>TOTAL PER DIEM / LODGING</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 19</td>
<td>10am</td>
<td>2</td>
<td>3-9</td>
<td>137.25</td>
<td>$183.06</td>
<td>$320.31</td>
</tr>
<tr>
<td>01 20</td>
<td>7pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Answer B. is correct. Even though the trip is reflected on multiple lines, the per diem rate and calculation should be entered on the top line. Otherwise, the Form 19 may not calculate correctly.
Mileage

1. What are vicinity miles?

2. What are map miles?

3. When are there only vicinity miles?

4. When are there only map miles?

5. Which format is correct?

   a) Show point travel status began, each point visited (not to include rest stops) and the point travel status ended. (Vicinity only travel should show general geographical area, e.g., Tulsa Vicinity)

<table>
<thead>
<tr>
<th>Date (Year 2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo.</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>EDMOND/STROUD</td>
</tr>
<tr>
<td>STROUD/OKC</td>
</tr>
</tbody>
</table>

   b) 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)

<table>
<thead>
<tr>
<th>Date (Year 2010)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo.</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>Edmond/Stroud/OKC</td>
</tr>
</tbody>
</table>

Answer B. is correct. ALL mileage for one day should go on one line. If you need two or more lines to list city names, that is appropriate to do so as long as the mileage totals are on one line.
6. **How to Calculate Mileage for Travel Claims**

Anytime you are claiming mileage for business travel follow the following steps:

1. **Determine what miles were actually driven for business:**
   a. by odometer readings using a log, **OR**
   b. MapQuest - map the exact address to address of travel. (If address not found on MapQuest, you should use Google.)
   c. **NOTE:** If traveling to/from home to/from meeting on a work day determine **business** miles by remove the commuting miles from the miles driven (this is done by comparing the miles driven from home to the miles you would have driven from work; you are allowed the lesser of the two). Please note if home is closer.

2. **In-State Mileage:** If all miles are within city limits, it is all vicinity mileage; if not, allocate the allowed miles driven between Map and Vicinity as directed in a-b below.
   a. Map - Use the Oklahoma Department of Transportation (ODOT) website to determine the city to city miles according to a map (only if your business purpose was in different cities within Oklahoma). The business miles driven up to the city to city mileage goes into the map column.
   b. Any remaining miles driven in excess of map miles go in the vicinity column. If there is no excess, there is no vicinity mileage.

7. **Mileage – Travel Day:** If traveler lands late Friday night and per diem goes into Saturday morning, then mileage claimed should be weekday mileage.

8. **Multiple Cities in One Day:**

Allocate each portion of MapQuest individually, then add up all maps and all vicinities and put total on form 19.
So, why can’t you just claim the ODOT miles when driving in the State of Oklahoma?

ODOT miles is an incorrect calculation of mileage. ODOT is the mileage between each city center and your traveler may be driving much less or much more than that.

Red Flag for an auditor.

9. **In State Mileage Example:**
   Sue Smith works in the College of Pharmacy. She has a meeting at the Graduate College on the OU Norman campus. She did not keep a log of her mileage. Complete the form 19 for Sue Smith.

10. **Out of State Mileage:** All mileage driven to out of state destinations goes in the Map column. Any mileage driven while out of state, (conference to hotel, etc) can be added together with beginning or ending mileage. MapQuest or odometer log is required. You can show each day’s mileage or add together and put on one line. Please add a comment, if needed.

11. **Mileage Claims - Logs:** We have added a new mileage log on the AP Forms website to assist you with documenting the business miles driven in the State of Oklahoma. The log contains places for the beginning/ending odometer readings, purpose of the trip, and other important information.

12. **Mileage Rate Changes - 2015**

    The rate increased to .575 cents per mile for all business miles driven between January 1, 2015 and December 31, 2015. Make sure to use the drop down for any other dates of Travel.
Lodging

1. Clarifications on Allowable Hotel Rates
   
a) If no designated lodging is applicable (i.e., lodging not
designated by sponsor via blocking rooms and/or negotiating
room rate(s)), reimbursement is limited to the federal
General Services Administration (GSA) rate in the
city/county of lodging.

b) If designated hotel and documented single rate room is
available and traveler lodges at an optional facility,
reimbursement is allowed up to the lowest documented
single designated room rate. The optional lodging single
room rate plus local transportation to/from the meeting
site cannot exceed the lowest designated room rate.

c) If all standard single designated room rates are sold out at
the "host" hotel, with documentation from meeting host or
host hotel that rooms are sold out, traveler may be
reimbursed at the lowest available regular room rate within
host hotel. Host hotel is defined as the location where all
conference/meeting activities are held.

d) If all standard single designated room rates are sold out at a
designated/non-host hotel, with documentation from the
meeting host or designated hotel(s), traveler may stay in a
non-designated hotel and be reimbursed up to designated or
GSA rate (whichever is greater).
## Lodging - IF/THEN

<table>
<thead>
<tr>
<th>IF</th>
<th>AND</th>
<th>LIMITED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>No designated lodging</td>
<td></td>
<td>GSA rate</td>
</tr>
<tr>
<td>Designated lodging available</td>
<td>Lodged elsewhere</td>
<td>Lowest designated rate (to include transportation costs)</td>
</tr>
<tr>
<td>Designated lodging not available*</td>
<td>Lodged elsewhere</td>
<td>Highest designated rate</td>
</tr>
<tr>
<td>Designated lodging available</td>
<td>Lodged in designated hotel, more than designated rate</td>
<td>Designated rate for that hotel</td>
</tr>
<tr>
<td>Designated lodging not available*</td>
<td>Lodged in designated hotel, more than designated rate</td>
<td>Highest designated rate</td>
</tr>
<tr>
<td>Host lodging available</td>
<td>Lodged elsewhere</td>
<td>Single standard rate at host hotel</td>
</tr>
<tr>
<td>Host lodging not available*</td>
<td>Lodged in host hotel</td>
<td>Next available rate at host hotel (must have rate info unless hotel bill indicates next available rate)</td>
</tr>
<tr>
<td>Host lodging not available*</td>
<td>Lodged elsewhere</td>
<td>Next available rate at host hotel (must have rate info)</td>
</tr>
</tbody>
</table>

*Must provide documentation from conference host or lodging facility*

****Please note: if there are multiple designated hotels, we cannot reimburse more than the highest designated rate no matter where they lodge.
ALL RECEIPTS SHOULD BE ORIGINALS IF AVAILABLE.
If copies are sent, an explanation of what happened to the originals should be attached.

Airport Parking
Parking at the airport is limited to long term covered parking rates.

• In OKC, the maximum reimbursable rate is $7/day with no weekly rate.
  • Parking rates for the long term covered garage is $1 per hour up to $7 a day. Other lots have a $1 per hour charge up to the daily rate posted.

• In Tulsa, the maximum reimbursable rate is $10/day with no weekly rate.
  • Parking rates for the long term covered garage is $2 per hour up to $10 a day. Other lots have a $2 per hour charge up to the daily rate posted.

PikePass
What if an employee wants to use the department PikePass?

• If they have a personal PikePass sticker tag, and use the departmental PikePass as well, each will be charged.

What does this mean for you?

• If the employee has a personal PikePass, they should use it and be reimbursed on the Form 19.

• If the employee does not have a personal PikePass, they can choose to use the department PikePass with no reimbursement necessary or pay with cash and be reimbursed on the Form 19.

• Do not send multiple claims. Tolls and mileage need to be submitted as one claim.
2nd Checked Bag

Second checked bags are allowed for reimbursement if:

- An employee is in travel status 5 calendar days or more with no additional justification, **OR**
- An employee is in travel status fewer than 5 calendar days and has a business justification for requiring a second bag.

*Please note: Packing two small suitcases rather than one large one is not justification for requiring a second bag.*

Taxi and other local transportation

- Please provide origin, destination as well as amount and date.
- Tips are limited to 15% of the fare only. Tolls and other fees should not be included when figuring the tip.
- Transportation to meals is considered personal and not reimbursable without a business justification.
- Rental cars require business justification and may be limited to the cost of a taxi fare. Please use taxifarefinder.com

Registration Reimbursement

- If the traveler is claiming reimbursement for registration, the registration information (sign up sheet or other documentation with registration rates) is required to be with the claim.
- If there are other charges in addition to registration, (banquet, CME’s, workshops, etc.); those should be listed under ‘Other Misc costs’.

Laundry

- Laundry is allowed if in travel status 7 days or more.
- A receipt is required. This is most often found on the hotel folio.
OANDA Currency Conversions

When converting foreign currency you must choose the type of currency they used to pay for the expense (i.e. credit card or cash). There is a drop down menu to choose the rate type of currency used for the conversion. It defaults to Interbank rate, but this is not the rate available to the general public. The other choices include credit card, ATM and Kiosk (along with many others). Therefore, if it was a taxi cab paid with cash, the Oanda conversion should be for the kiosk rate, as that is the rate banks would charge for the conversion to cash currency. If paid with credit card you would use the credit card rate. Remember, we do and will always continue to honor the actual conversion on the credit card statement if provided and no Oanda conversion should be provided for those as they are exact at time of payment.

Please note:

3% is for credit cards and 5% is for cash or check.
**Adjustment**

Adjustments must be entered as negative amounts and requires a justification/explaining the reason(s) for the adjustment.

Some examples:

a) **Budgetary limit**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL ITEMIZED MISC.</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL LOCAL TRANSP.</td>
<td>$0.00</td>
</tr>
<tr>
<td>ADJUSTMENT*</td>
<td>($71.26)</td>
</tr>
<tr>
<td><strong>TOTAL AMOUNT CLAIMED</strong></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

Comments: Adj- due to budget

b) **Airfare vs. Mileage (Airfare quote is required. May also use the airfare vs mileage comparison worksheet)**

<table>
<thead>
<tr>
<th>MAP 487.97</th>
<th>VIC 0.00</th>
<th>MINUS 1/4 P-D MEALS PROVIDED (# below):</th>
<th>$0.00</th>
<th>LODGING</th>
<th>TOTAL PER DIEM:</th>
<th>TTL P-D &amp; LG</th>
<th>TOTAL MILES @ $0.565 (1/13-12/13)</th>
<th>Per Mile =</th>
<th>$275.70</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>92.00</td>
<td></td>
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</tr>
</tbody>
</table>

**ADJUSTED MISCELLANEOUS COSTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL ITEMIZED MISC.</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL LOCAL TRANSP.</td>
<td>$0.00</td>
</tr>
<tr>
<td>ADJUSTMENT*</td>
<td>($63.30)</td>
</tr>
<tr>
<td><strong>TOTAL AMOUNT CLAIMED</strong></td>
<td>$875.66</td>
</tr>
</tbody>
</table>

Comments: Adj- airfare vs mileage

c) **Traveler received money from sponsor (either reimbursement or award)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL ITEMIZED MISC.</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL LOCAL TRANSP.</td>
<td>$0.00</td>
</tr>
<tr>
<td>ADJUSTMENT*</td>
<td>($250.00)</td>
</tr>
<tr>
<td><strong>TOTAL AMOUNT CLAIMED</strong></td>
<td>$688.96</td>
</tr>
</tbody>
</table>

Comments: Adj- received travel award
Signatures

Claimant and higher authority signatures must be original. This is easiest to spot with blue ink rather than black.

NEVER sign someone else’s name on their behalf, even if they have given you permission. The claimant signature is verifying a perjury statement and is required by state law.

HIGHER AUTHORITY must sign AFTER CLAIMANT

If we receive a claim with an incorrect date, AP Travel will Email you to check your records and give us the correct date. This allows for timely reimbursement without the claim being returned to the department. If however, you are not able to give the exact date of signature, the claim must be returned for a new higher authority signature and date.

Don’t Forget the Title and Name

Please remember to type names and titles on Form 19’s while you are completing the form. The AP clerks must verify the names and higher authority approval on each of these reimbursements and cannot do so without the form being completed in full. If the title is not included, AP Travel will Email you for the title.

Employee Name for Reimbursement

Employee vendors are loaded from the PeopleSoft HR database nightly, which is based on the employees legal name. If an employee has changed their name, the new name cannot be used on payment documentation (Form 19) until the name has been updated in HR. Otherwise the payment documentation with the new name will not match the payee name (listed in PeopleSoft). If the names do not match, AP Travel will Email you to verify.
Assignment Claims

- Any items that was paid for by another individual needs to be an assignment back to the person that paid.
- Both signature lines must be signed.
- Make sure there is an assignment on the voucher itself.

Indemnity Loss

- Anything NOT completed OR outside of the 24/48 hour window must be filed as an indemnity.
- Most often needed for flight delays and cancellations.
- Use GL 920600, Form 3 and budget checked voucher.

Cross Referencing Requirements

State policy requires cross referencing of all payments made by the University. *It is the responsibility of the preparer (not AP Travel) to obtain all required cross reference information.*

Therefore, the following must be documented:

1. Paid registration direct, how?
2. Paid for a “business” meal in travel status, how?
3. Direct paid lodging, how?
4. Shared business expenses
   a. Stayed in room with...?
   b. Rode in car with...?
   c. Who shared local transportation, i.e. shuttles charge per person?

Please provide P.O. or voucher number for direct payments.

Saving Paper

- Print double sided
- Print screen multiple ODOTs on one page
- Only print first page of MapQuest with origin/destination/total miles driven.
Optional Tools

1. **Travel Checklist Form** - Step by step instructions and questions to help guide you through the required information so that you can complete the Form 19.

2. **Travel If/Then** - There is a new tool posted on the AP Tools website located on the AP Tools website. It is called Travel Documentation - If/Then. It is a list of items that state if you are claiming this, you will need to attach this. If/Then was created to help assist you on what documentation needs to be attached to the Form 19 upon submission.

3. **Traveler Flyer** - This new flyer is a summary of some of the important travel items incurred for reimbursement as well as the location of the State and OUHSC Travel Polices. This flyer has been provided to Human Resources and the Provost Office for distribution to new staff and faculty members. Please distribute this flyer to all your travelers and preparers. It is also now located on the front of the new Traveler Envelope.

4. **Travel Envelope** - A team of individuals from across campus have created a new Traveler Envelope. It is a 9 x 12 white envelope that has a travel flyer on the front side of the envelope that gives the location of the travel policies and some of the more common travel issues encountered. The back (flap) side of the envelope has a short checklist designed to assist the traveler in capturing information that will be needed for reimbursement. All in one handy envelope that the traveler can take with them, stuff their receipts inside, and return to the preparer. You can now order these envelopes from OU Printing Services as form HSC-350. A package of 25 is $3.50.

PLEASE NOTE: These envelopes are for the traveler to give the required receipts to their preparer. These envelopes are not for submitting your claims to AP. Please make a copy of the checklist side and submit it with the claim Form 19 and other required supporting documentation.
5. **Traveler Training** - This is an online PowerPoint presentation your travel can use to become familiar with the OUHSC and OSF travel policies. It can be a great reference tool for the travelers and their advisors.

6. **Registration Prepayment Certification Form** - AP has created a new certification to help you verify allowable registration prepayments according to the state policy. This is not a required form, just an optional tool to help you. It is called Registration Prepayment Certification and is located on AP Forms & Tools website.

7. **Smart Traveler Enrollment Program (STEP)**

   a. The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.

   b. **What can you do with STEP?**
      1. Enter information on your trip or overseas residence
      2. Subscribe to receive updates on Travel Warnings, Travel Alerts and other information for a particular country.
ALL TRAVEL MUST NOW BE ENTERED AS A VOUCHER IN PEOPLESOFT PRIOR TO SUBMISSION TO AP.

Your department PeopleSoft voucher enterer needs to enter the voucher using the following basic information. If multiple spreads from the same department are necessary, these can all be entered on separate distribution lines. If there are partial payments from outside of the department (for instance graduate is covering $100 of the travel) you will need to pay the travel from your department spread then request the amount from the other department via a journal (cost) transfer.

**Travel Voucher Entry Details**

- **Invoice Number** = AP will not regulate this. AP will add a ‘log’ number to front of the invoice ID before sending to approver.
- **Invoice Date** = First day of travel.
- **Supplier** = Supplier ID of the traveler
- **Line Description** = Location and dates of travel
- **GL** = 701126 (AP will add correct gl after review)
- **Chartfield Spread**
- **Contact Name and Number** = should be the claim preparer that AP will contact with questions.
- **You will save the voucher using the SAVE FOR LATER feature so they do not go through workflow immediately**

**Submission**

Print Voucher register and attach it to the back of your Form 19 and mail to AP Travel, SCB 218

**Approval**

After AP updates the voucher, they will send a notification email to the approver to approve the travel voucher.