

NON EMPLOYEE TRAVEL POLICY

The University of Oklahoma travel policy has been developed in accordance with the State Travel Reimbursement Act (*STRA*), 74 O.S., Section 500.1, et seq. The policy covers not only state officials and employees who are performing a substantial and necessary service for the State of Oklahoma and the University of Oklahoma but also non-employee travel if the following conditions are met:

- Incurred by a student traveling at the University's request.
- Incurred at the University's request by an individual in the course of seeking employment with the University.
- Provided for in a grant and contract for a conference participant when no other fees for the individual's service or participation will be made.
- Incurred by an individual who has volunteered his services and payment for the individual's services will not be made.

If one of the conditions is met, the non-employee would follow the same procedures as a University employee.