

Gaylord College of Journalism & Mass Communication

Travel Procedures

Information included in this document is meant to supplement the general information provided by OU's Financial Services office. Everyone is urged to review institutional guidelines available at: <http://www.ou.edu/controller/fss/procedures/travel.html>

BEFORE TRAVELING

Travel Authorization Request Form: Anyone (employees, students or guests) traveling on University funds **must** receive **prior** written approval from an appropriate designee with budgetary authority. There are two forms available: 1 for OU employees and 1 for OU guests. The forms are available in hard copy in the Dean's Suite front office or an electronic copy can be requested by e-mail to the Dean's Suite front office or Finance staff.

IMPORTANT NOTE: No travel arrangements or reimbursements can be made without an approved Travel Authorization Request form on file.

Travel Arrangements: Expenses for employees and students cannot be reimbursed until travel is complete. Airfare arranged with the Dean's suite office through a state contracted travel agency can be directly billed to the college when authorized.

OU employees will be responsible for handling their own conference registration, hotel reservation and other necessary travel arrangements.

Staff, Faculty & undergrad student travel is coordinated with **Rachel Eikenbary** in the Dean's Office.
Graduate student travel is coordinated with **Graduate Advisor** in the Graduate Office.

Travel arrangements for visiting guests must be coordinated with the Dean's suite office. Lodging, airfare, and Fleet service vehicle rental reservations will not be made without approved travel authorizations.

WHILE TRAVELING

Original, itemized, paid receipts must be provided for reimbursement of approved expenses. Please collect these carefully during the trip. Further information about eligible expenses is included in the Travel Expense Details section of these procedures.

Reimbursement may be claimed for the following expenses:

- Public transportation to and from destination (airfare, mileage, train, bus, etc)
- Lodging (receipt must show a zero balance or payment to credit card)
- Meals & incidentals (per diem)
- Conference registration fees, parking, & toll road fees
- Airport shuttles, taxis, & other transportation for business purposes

AFTER TRAVELING

In order to receive reimbursements quickly, it is important to provide the Gaylord College Finance Office staff with the following materials as soon as possible after completing the travel (preferably within 30 days of your return):

- 1) **Gaylord College Travel Check Sheet:** in order to avoid confusion and to alleviate questions & delays, requests for reimbursements must submit on a completed travel check sheet. The form provides necessary details to fill out the Oklahoma State travel voucher and explains the nature of the receipts submitted. The Travel Check Sheet is available in the Dean's Suite office or by e-mail request from the Dean's Suite front office or Finance

- 2) All **original itemized receipts** for costs incurred during the trip. Be sure to note tips that are not included on the receipts.
- 3) All receipts in foreign currency will be converted to US dollars based on this website: <http://www.oanda.com/currency/converter/> unless you provide proof of the actual conversion rates such as the receipt and credit card charge on your statement.
- 4) Once the appropriate documents are received, the Finance staff will complete a “State of Oklahoma Travel Voucher” form as quickly as possible. You will be contacted by e-mail if further information is needed and/or when the form is ready for your signature. Every effort will be made to complete the travel voucher within 5 business days. The reimbursement will be processed by Financial Services within 2 to 3 weeks of receipt.

Compliance with these guidelines will help enormously in the processing of the reimbursement requests. We thank you for your understanding and cooperation.

TRAVEL EXPENSE DETAILS

IMPORTANT NOTE: For US travel, reimbursements cannot be claimed for more than 24 hours before or after the objective of the trip. For international travel, reimbursements cannot be claimed for 48 hours before or after. Special situations can create an exception to this rule and are subject to approval by Financial Services.

Business Purpose: A brief description of the reason & official business purpose for the travel must be provided. Please include the dates, start time, end time, and locations of all business activities. If there is not enough space on the provided forms, attach a separate sheet of paper to the check sheet.

Airfare: A contracted travel agency quote must be obtained for all out of state travel even if you purchase your own ticket or drive. Contact the appropriate Gaylord College staff to obtain an airfare quote before any travel is started. The college can directly pay for authorized airfare through a state contracted vendor. If you purchase your own airfare or take alternative travel out-of-state, you can only be reimbursed up to the airfare quote obtained by the college. **Attach a copy of airline itinerary with dates/times and fare amount.** There is no provision for the reimbursement of a first-class airline ticket.

Out-of-state travel by vehicle: Actual mileage costs for driving to an out-of-state location in lieu of flying cannot exceed the airfare comparison cost + 2 round trips to the airport.

In-state travel by vehicle: For in-state travel, reimbursement for a privately owned vehicle is limited to the federal mileage rate. Vehicle rental for in-state travel is limited to the federal mileage rate. Actual cost of the rental car will not be reimbursed unless the actual cost is less than the mileage. Valid justification for rental car must be included. In most instances, a vehicle can be obtained through OU Fleet Services for in-state travel and the cost is directly charged to the department. Contact the appropriate staff member at Gaylord College to arrange vehicle rentals.

Lodging: If an individual is attending a conference or similar event conducted at a designated location, actual lodging expenses may be reimbursed at the single room rate. **The designated lodging documentation as a conference brochure, letter from conference sponsor, etc must be attached to the claim.** The documentation must list the event name, hotel name & the room rate. If this information is not provided, your reimbursement will be limited to the federal rate.

Individuals who choose to acquire less expensive lodging in lieu of the designated lodging rate shall be reimbursed the actual lodging expense not to exceed the single room rate of the designated lodging. When choosing this option, local transportation to and from the conference site plus the alternative lodging rate cannot exceed the designated lodging rate.

Other business related travel that does not provide designated lodging is reimbursable up to the federal rate for the destination city (<http://www.gsa.gov>). If the city is not listed, then the standard rate of \$77 applies.

An **itemized** paid lodging receipt must be provided for reimbursement. Please note the lodging receipt must indicate “paid”, a zero balance, have a credit card receipt attached, or show being charged to a credit card.

Per Diem: Per diem covers the reimbursement of meal and incidental expenses. Some examples of incidental expenses are tips, emergency laundry, refreshments, and taxis to personal meals. The claimant must be in travel status for at least 18 hours or overnight status in order to request per diem.

Per diem is paid according to the federal rates (<http://www.gsa.gov>). If the city is not listed, the standard rate of \$46.00 per day applies. Calculate partial days for per diem: 0-3 hrs = 0 day; >3-9 hrs = .25 day; >9-15 hrs = .50 day; >15-21 hrs = .75 day, >21 hrs = 1 day.

If meals were provided as part of a registration fee or hotel costs, please indicate the number of meals provided. Each meal is deducted by $\frac{1}{4}$ of the per diem.

Local Transportation: Types of local transportation would be subway, taxi, train, and bus. You must note the business purpose need for the transportation (examples include “taxi to business meeting from hotel”, “subway to hotel from airport”, etc.). Provide receipts and note any tip amounts. Rental car costs can be provided that valid justification for a rental vehicle is necessary. If unsure about the justification, please ask before purchasing.

Registration fees: Submit a paid receipt or copy of credit card statement for reimbursement.

Other costs (receipts must be provided):

- Registration fees
- Business-related telephone calls – must provide justification/purpose of call
- Gas for state-owned and rental vehicles
- Parking
- Toll road fees
- Baggage fees – reimbursement will only be made for the first bag. Charges for any additional bags must provide a business justification with the receipt
- Miscellaneous costs – must be itemized. Examples include supplies for presentations (if approved on travel authorization), airport taxes, field trips, etc.

Airline Miles: Frequent flyer miles earned from any official state transportation cannot be used for personal transportation purposes. Frequent flyer miles earned for official state transportation can be used for other official state transportation. There is no reimbursement of cash for frequent flyer miles used.