

# OU Travel Policy Quick Guide

## Air

- DO: Book your airfare online through Concur or by calling CTP.
- DO: Use your Travel Card for airline expenses, including baggage fees.
- DO: Book coach class airfare for domestic travel. Business class can be booked for international travel.
- DO NOT:** Book airfare with a non-contracted travel agency or directly with an airline. You must show evidence of cost savings for this type of charge to be valid.
- DO NOT:** Charge personal expenses or fees for personal preference (spouse/dependent airfare, change fees, upgraded seats, etc.) to your Travel Card.

## Local Transportation

- DO: Maintain either the original receipts for local transportation or take a photo of the receipts with the Concur Mobile app.
- DO NOT:** Tip more than 15%. Any amount over 15% is considered a personal expense.

## Lodging

- DO: Book accommodations through the sponsoring agency to obtain the sponsored lodging rate or if no sponsored rate is offered, book accommodations through Concur and stay at the GSA rate.
- DO: Stay at the single occupancy room rate.
- DO: Maintain documentation of the sponsored lodging rate.
- DO: Obtain a zero balance folio from the hotel.
- DO: Use your Travel Card for lodging expenses, excluding any personal expenses.
- DO NOT:** Charge personal expenses (room service, movies, mini bar charges, etc.) to your Travel Card.
- DO NOT:** Stay at a lodging location that is 'suggested'. You are limited to the GSA rate if sponsored lodging is not offered.

## Mileage

- DO: Know the current mileage rate. Mileage rates normally change each calendar year.
- DO: Know the dates and locations travelled for business.
- DO: Deduct your commute for any mileage claimed on a day in which you normally work.

## Per Diem

- DO: Know the per diem rate for the area you are travelling to.
- DO: Know that the per diem rate is for meals and incidental purchases.
- DO: Know that your per diem will be reduced by 1/4 for meals provided by the sponsoring agency or OU.
- DO: Know that you can use your Travel Card to pay for meals not provided by the sponsoring agency BUT your per diem will be reduced by the amount charged.
- DO NOT:** Make individual meal purchases with your Travel Card that exceed the amount earned in per diem or you may have a payroll deduction.

## Registration

- DO: Use the Travel Card for registration fees when documentation from the vendor shows:
  - The vendor does not accept a Purchase Order in lieu of advanced payment **or**
  - The vendor provides a discount for early payment **and** allows for the substitution of participants **and** will provide a 100% refund should the event be cancelled.
- DO: Maintain receipt of payment and event details including event location, dates, provided meals, sponsored hotels, etc.

## Rental Car

- DO: Ensure that there is a business reason for a rental car. Consult your departmental business office for verification.
- DO: Book your car through Concur and use your Travel Card for rental car expenses or contact Fleet Services for in state travel.
- DO: Use Enterprise, the contracted vendor, for lowest rental rates.
- DO: Elect for Collision Damage Waiver "CDW" or Loss Damage Waiver "LDW" coverage.
- DO: Maintain the final receipt showing the full amount charged, not just the estimate.
- DO NOT:** Pay for rental car expenses with your Travel Card for personal convenience.