University of Central Oklahoma In-State Travel Instructions

(These instructions are for the paper form only; if you have completed the Travel and Expense Management training, please click here)

1. **Prior approval from the travel office is not required for In-State travel.** You must obtain prior approval from your supervisor, and financial manager that are providing the funding for the travel.

2. **Register for the Conference or Event:**
   a. Registration fees should be paid with a department Pro-Card, if all limitation and rules are followed pertaining to the purchase
   b. If a pro-card cannot be used, a requisition will need to be processed and sent to the Purchasing, Payables, and Travel office.
   c. You may also pay for the registration and be reimbursed after the travel, with a paid itemized receipt.

3. **Per Diem:** You must be in overnight status to claim per diem, 60 miles one way, and or 18 hours or more in travel status. The per diem rate for Oklahoma can be found at: click here. No food receipts are required for per-diem.

4. **Lodging:** The lodging rate for employees in the State of Oklahoma according to the Government Conus rate. Lodging at the host or headquarter hotel is fully reimbursable with the proper documentation from the conference stating the amount per night plus applicable taxes. An itemized, zero balance paid receipt must be submitted with the reimbursement form.

5. **Mileage:**
   a. For the current mileage rate click here, and scroll down to current mileage rate.
   b. You must provide map and vicinity miles for any mileage claimed. The map miles are the miles the state allows from one city to another within the state of Oklahoma. Any reasonable amount of mileage over the map miles is considered vicinity miles, and must be noted on the form.
   c. A license plate number is required by the state of Oklahoma for any mileage claimed. It must be provided on the reimbursement form for any payment to be processed.

6. **Rental Vehicles:**
   a. For a rental vehicle click here, and scroll down to Vehicle Rental Procedures.
   b. Use of a personal vehicle must be approved by your department.

7. **After the travel is complete:**
   a. Complete the State of Oklahoma Travel Reimbursement form,
   b. Obtain the financial manager/s signature and provide the organization number to be charged for the expenses, and make note of any limitation of funds per org., or for the travel.
   c. Send the completed form, with the receipts if applicable, by campus mail to Adm. Box 109. You may also scan the completed form and receipts to, travel@uco.edu.

Please follow these instructions to facilitate a timely reimbursement.

(Revised July 1, 2014)