Helpful Tips for Out of State Travel Reimbursements

These instructions are for the paper form only. If you completed a Travel Authorization online, please generate an Expense Report in the Travel & Expense Module. Reimbursement requests may only be submitted after travel has occurred and an approved Out of State Travel Request form has been received in the Travel Office. Please click here for instructions prior to your trip.

After returning from travel, please submit a signed State of Oklahoma Travel Reimbursement Voucher, including all contact information for the traveler (name, Banner ID, department, title, etc.) to the Travel Office (ADM 109). The total claim amount cannot exceed the approved funding that was previously encumbered. Please attach all paid receipts to a blank sheet of paper for scanning purposes. Checks will be mailed to the current active payroll address listed in Banner or sent to your HigherOne account, if applicable. Below are some helpful tips for completing the Travel Reimbursement Voucher.

- **Official Duty Station**
  - Ex: UCO (for faculty or staff)

- **State Official or Employee**
  - Ex: check “yes” if employed by UCO or “no” if UCO student

- **Organizational Acct. # and Detailed Nature of Business**
  - This is the same information provided on the initial Out of State Travel Request

- **Itinerary**
  - Departure dates and times must match actual travel
  - Travel Period for 24-Hour Rule
  - Travel Period 48-Hour Rule (International travel)

- **Registration**
  - Please provide receipt
  - If paid out of pocket, please list expense amount under “Other Expenses”
  - If direct paid by University, please list the PO # (if unknown, please contact your Department’s Administrative Assistant)

- **Airfare Purchased Out of Pocket**
  - Include an airfare quote from a State Approved Travel Agency for price comparison
  - Please note, you will only be reimbursed for the lowest amount (including service fees)
• Private Vehicle
  o Vehicle tag number is required
  o Map Miles: [Oklahoma Mileage Table](#) (miles that the State allows from one city to another city within Oklahoma)
  o Vicinity miles: any reasonable amount of excess miles (miles within that city)
  o Airport mileage: maximum of 50 miles round-trip may be claimed (Map: 32, Vicinity: 18)
  o [Local Auto Expense Travel Report](#) should be completed if mileage covers multiple trips
  o If you are driving instead of flying, you must include an airfare quote from a [State Approved Travel Agency](#) for price comparison (you will only be reimbursed for the lowest amount)
  o [Click here](#) for current mileage rates

• Meals (Per Diem)
  o Please [click here](#) for detailed instructions on calculating per diem
  o Receipts are not required

• Local Transportation
  o A letter of justification must be approved in order to be reimbursed for [Vehicle Rental](#)

• Lodging
  o Requires an itemized, zero-balance receipt, regardless of the form of payment
  o If direct paid by University, please list the PO # (if unknown, please contact your Department’s Administrative Assistant)
  o Check the [GSA’s per diem rates](#) for maximum lodging reimbursement, otherwise you will need to provide documentation of conference lodging rates to be reimbursed the full amount

• Other Expenses
  o Please provide receipts
  o Ex: airline baggage fees, internet charges

• Tolls
  o Kilpatrick Turnpike tolls are not allowed for reimbursement

• Parking
  o Airport parking
  o Hotel parking (if justified)

*Reimbursements for [Faculty Candidates](#) require VP signature on the Travel Reimbursement Voucher. Only this form needs to be submitted. If you have any questions please contact the Travel Office.

Please call 405-974-2493 to speak with a Travel Specialist if you have questions or concerns.