

EASTERN OKLAHOMA STATE COLLEGE

Travel Policy and Procedures

The following policy and procedures have been established to enhance the operations of Eastern Oklahoma State College's in-state and out-of-state travel. The policy and procedures are designed to promote the mission of Eastern Oklahoma State College as an institution of higher education and to ensure compliance with Federal and the State of Oklahoma travel laws.

Faculty and Staff Travel:

Travel at college expense is limited to trips made exclusively on college business and must be approved by the Department or Division Head. If travel is out-of-state it must be approved by the Director of Finance and the EOSC Board of Regents prior to any trip.

Before making any travel commitments, an employee should be aware of his/her department's and/or federal grant program's travel policies. Available funding must be identified and appropriate departmental approval to travel should be obtained.

Single Day Travel:

Prior to travel:

A Fleet Request Form must be completed and turned into the Physical Plant prior to traveling for all travel, including the use of personal vehicles.

If the employee will be reimbursed mileage for the use of their personal vehicle they must turn in the following forms to the Travel Clerk prior to traveling:

- A Pre-Travel Request form completed with estimated data that has been approved by the Department Head and the Vice President.
- Fleet Request form with the Department Head signatures (if out-of-state traveling the VPBA will need to sign this form for approval)
- Agenda or conference/event brochure
- Invoice or credit card receipt for event registration
- Google maps with trip distance address to address
 - To look up mileage go to www.googlemaps.com, click the blue arrow and type your beginning destination and your ending destination, hit enter and this will give you the routes available. Print this page for verification and turn in with travel forms (see example).

Returning from Travel:

After returning from traveling, the employee will need to update the actual dates and time of their travel on the Pre-Travel Request Form and turn this into the Travel Clerk for reimbursement. This should be received by the Travel Clerk within (3) business days of returning from your trip. Once the reimbursement is processed by the Travel Clerk, the employee will be asked to review and sign the OMES Form 19. After all signatures are complete, this form must be returned to the Travel Clerk for

processing of payment. Please allow sufficient time to process forms and receive the reimbursement check from the Business Office.

Overnight Travel:

NOTE: Out-of-State travel requires approval by the EOSC Board of Regents. The Board has requested that all out-of-state travel be submitted at the beginning of each semester to have proper approval through the Board of Regents prior to your trip.

Employees are authorized to receive a daily meals expense allowance while performing regular business travel, provided the trip meets the overnight criteria. The basic guideline for “overnight” travel status is there must be an overnight lodging receipt or written verification that supports the person stayed somewhere and received the required proper relief time during the travel period to get rest and sleep. (See Section 50.30.05.A) Relief time does not mean short rest stops taken for napping in the car while driving to and from points of travel or during flights.

Prior to travel:

Prior to traveling, all employees must complete a Pre-Travel Request Form for any overnight stay. Fill out all estimated costs for the trip, obtain departmental and the Vice President signatures for your department, retain a copy of the completed form, and turn in the original to the EOSC’s Travel Clerk in the Business Office.

Along with the Travel Request form, you must turn in a copy of the following:

- A completed Fleet Request form, with student/employee travel roster, noting personal or fleet vehicle use.
- Agenda or conference/event brochure
- Purchase order or credit card receipt for event registration
- Google maps with trip distance address to address
 - To look up mileage go to www.googlemaps.com, click the blue arrow and type your beginning destination and your ending destination, hit enter and this will give you the routes available. Print this page for verification and turn in with travel forms (see example).

All travel arrangements must be completed and filed through the Travel Clerk prior to your trip. This helps ensure that we are not charged more than the standard state rate for hotels or for any additional charges on flights. If there are any personal requests by the employee, including preferred seating, which incur additional charges these will be the responsibility of the employee. Under no circumstances shall employees make their own travel reservations without discussing the trip and arrangements with the Travel Clerk prior to making any arrangements.

Returning from Travel:

After returning from traveling the employee will need to update the actual dates and time of their travel on the Pre-Travel Request Form and turn this into the Travel Clerk for reimbursement. This should be received by the Travel Clerk within (3) business days of returning from your trip. Once the reimbursement is processed by the Travel Clerk, the employee will be asked to review and sign the OMES Form 19. After all signatures are complete, this form must be returned to the Travel Clerk for

processing of payment. Please allow sufficient time to process forms and receive the reimbursement check from the Business Office.

Student Travel:

Only Eastern employees and Eastern students are allowed to ride in state vehicles. If exceptions are needed, a written request must be submitted to and approved by the Vice President of Business Affairs prior to the travel taking place.

Prior to travel:

All student travel must be submitted at the beginning of the semester to make sure proper approval and arrangements are made.

The following forms must be completed and turned in for all travel:

- Pre-Travel Request Form: Complete this form and return to the Travel Clerk. (This form would only be needed if employee is requesting any type of reimbursement.)
- The Fleet Request Form: Complete Section I and sign Section II. Attach a roster of all individuals that will be riding in the fleet vehicle.
- Student Travel Advance Form: This form must be completed for all trips that will provide student meals. Please note if you will be using cash or a credit card to purchase the student's meals. Make sure to obtain the required departmental approval signature(s). **Student Travel Advances cannot be used to pay for employee expenses**, Per OMES: Statewide Accounting Manual Ch10.9.

Returning from Travel:

Upon returning from your trip, the employee has three (3) days to return all receipts for funds actually expended plus any remaining funds to the Travel Clerk. The Business Office will charge each budget for the actual expense incurred.

Fleet Request Form:

A Fleet Request Form must be completed and turned into the Physical Plant prior to traveling for all travel including the use of personal vehicles. Personal vehicles may not be covered under the State Risk Management Insurance so please read the Fleet Policies & Procedure Manual to ensure you are aware of what is and is not covered during an accident.

Complete the Section I and II of the Fleet Request form. You must attach a list of all individuals that will be riding in any state vehicle. If it is an out-of-state trip you must obtain the Vice President of Business Affairs signature prior to sending the form to the Physical Plant. **Only Eastern employees and students are allowed to ride in state vehicles.** If exceptions are needed a written request must be submitted and approved prior to the travel.

If you will not be filing for travel reimbursement, turn these forms into the Physical Plant to reserve your fleet vehicle.

If you will be filing for travel reimbursement, turn these forms into the Physical Plant and the Travel Clerk in the Business Office.

Rental Vehicles:

The use of rental cars is authorized when their use is more time or cost effective than other modes of transportation available. At all times individuals should rent the most economical size car practical, taking into consideration the number and size of people traveling.

Per OMES, when renting a car for business, the employees should purchase insurance coverage at the time of the rental agreement completion. This coverage will ensure the employee avoids any personal liability if there is damage to the rental vehicle. Some exceptions to this rule exist, such as Enterprise (in-state only) as the insurance coverage is included in the state contract.

Travel Reimbursement:

All travel and travel-related expenses must be reported on the Updated Pre-Travel Request form. The form shall include all expenses relating to travel, regardless of the payment method. In order to satisfy substantiation requirements, all requests for reimbursement must include an explanation of the business purpose for the expense and the original receipts detailing the time, date and place expenses were incurred, amount of the expense, and, if applicable, names of those attending. Receipts must include the detail of what was purchased and not a total only.

After the Updated Pre-Travel Request form and original receipts have been turned in, the reimbursement will be calculated according to OMES standards and the Oklahoma Travel Reimbursement Act. Failure to provide adequate documentation will result in a delay in processing or denial of the reimbursement. Once the reimbursement is processed by the Travel Clerk, the employee will be asked to review and sign the OMES Form 19. After all signatures are complete, this form must be returned to the Travel Clerk for processing of payment. Please allow sufficient time to process forms and receive the reimbursement check from the Business Office.

College payment of spouse/companion/family travel expenses is not allowed.

Lodging:

If an employee pays for their own lodging, the original signed receipts must be turned in with the Updated Pre-Travel Request form. The employee cannot be reimbursed until after the trip has occurred. Please be certain that the hotel charges the correct rate since we cannot reimburse for a rate greater than the state or conference rate. As a state agency EOSC is not required to pay taxes within the state of Oklahoma. It is the employee's responsibility to make sure that they have not been charged for taxes prior to leaving motel/hotel. The employee may be responsible for any taxes not removed. The tax exempt permit for EOSC can be printed from our website.

It is the responsibility of the traveler to cancel any room reservation he/she will not be using. A record of the cancellation number should be kept, in case of billing disputes.

Per Diem (meals):

Only if an employee is required to stay overnight for college business will he/she be eligible for per diem reimbursement to cover the cost of meals and incidentals. Incidentals are for fees and tips given to waiters, baggage carriers, and bellhops/hotel maids.

Reimbursement for meals and lodging on overnight trips shall not begin more than 24 hours before or continue more than 24 hours after the objective of the trip, such as a meeting, workshop, conference, etc. Travel status for receiving per diem and lodging is based on the 24-hour rule from the start of the event. This would include “meet and greet” but not registration. The date and time the meeting began, and the date and time the meeting ended must be shown on the Update Pre-Travel Request Form before reimbursement can be made.

If traveling to multiple destinations on one trip, employees must keep a log of your start and end times of each destination.

When meals are provided through the cost of registration or package plan, paid by the agency or directly by the employee and reimbursed, the employee’s daily meals expense allowance shall be adjusted by ¼ for each meal provided.

An employee will not qualify for reimbursement if they chose not to attend the meal activity in preference of some other personal activity. Employees may be eligible for reimbursement of meals if they fall under the following categories: (See Section 50.30.05.E)

1. If the meal is a “continental breakfast” or a snack or refreshment, such as coffee, tea, soft drinks, etc. provided during meeting breaks. (A continental breakfast will not be reimbursed, if they serve protein such as eggs, bacon and sausage.)
2. If the meal is provided by a third party that is not covered by the registration fee, package plan, or agency direct pay contract.
3. If employee does not participate due to special dress requirements, diet restrictions, lack of means of transportation, or conflicting meetings.

Mileage Reimbursement:

All travel reimbursements shall be by the shortest route available. When an employee for his/her own convenience travels by another route (other than shortest distance) they will only be reimbursed for the shortest distance. However, travel other than a direct route may be allowed when necessary by circumstances beyond the employee’s control such as weather, road closing, etc. An explanation for such exception should be noted on the Updated Pre-Travel Request Form. (See Section 50.30.06.D)

To look up mileage go to www.googlemaps.com, click the blue arrow and type your beginning destination and your ending destination, hit enter and this will give you the routes available. Print this page for verification (see example).

If entering travel status on a weekend or holiday, for calculating mileage, travel will begin from the employee’s home instead of the official duty station. For travel during regular work days, mileage claimed must be the shorter of the distance from the home or from the official duty station when leaving directly from the home to the objective of travel. Mileage from home to duty station is not reimbursable.

The Eastern mileage rate covers all operating costs of the vehicle (including gasoline, oil, maintenance, depreciation, and insurance); therefore no other vehicle expense reimbursements will be made. Tolls and fees such as ferry, bridge, tunnel, road and parking charges will be reimbursed if receipts are provided. Under no circumstances will fees for any kind of traffic/parking violation be reimbursed.

In addition to the usual fare expense for taxi's or other transportation, reimbursement may be allowed for reasonable tip expense. For reimbursement purposes, reasonable tip expense shall not be more than 15% of the fare. Per diem is intended to cover any additional tip or tips for other services.

Misc. Travel Expense Reimbursement:

Examples of Miscellaneous Travel Expenses that are reimbursable:

(This list is intended to be representative, not comprehensive)

- Overnight delivery/postage
- Faxes
- Gasoline for rental cars
- Phone calls relating to official College business
- Taxi fares
- Baggage fares
- Toll and parking charges

Examples of Miscellaneous Travel Expense that are NOT reimbursable:

(This list is intended to be a representative, not comprehensive)

- Commuting between home and duty station
- Conference and convention meals if already paid by registration fees
- Travel protection plan or flight insurance
- Parking tickets and traffic violations
- Expenses submitted for reimbursement more than 3 months after the expenses were incurred.
- Personal entertainment such as hotel room service, newspapers, movies, etc.
- Valet services and/or laundry charges
- Mini-bar refreshments
- Expense relating to personal side trips

Example of googlemaps:

The screenshot shows a Google Maps interface with a route calculated between two points in Oklahoma. The starting point is Eastern Oklahoma State College, 1301 (marked with a red pin), and the destination is Oklahoma State Regents For Higher Education (marked with a blue pin). The map displays a blue route line across the state, passing through cities like Edmond, Harrah, Okemah, and McAlester. The left sidebar contains navigation options and route details. A 'Google recommends us' notification is visible in the top right corner.

Route Options:

Route Description	Time	Distance
via I-40 W Fastest route, the usual traffic ⚠️ This route has tolls.	2 h 30 min	160 miles
via OK-2 N and I-40 W	2 h 45 min	172 miles