

Out-of- State Student Travel Policy for 2009-2010

Purpose: To assure OSU-Oklahoma City faculty and staff, as well as, students communicate appropriately with administration about pending out-of-state travel plans within the appropriate time limits established by the institution.

Approval of the Advisor's out-of-state travel and airfare estimate form must be obtained **thirty days** in advance, and prior to registration or finalizing travel arrangements. *This form should be attached to the SGA Appropriations form at the time of the student organization requests for funds from the Student Government Association. If this form is not included in the SGA Appropriations request, the request will not be considered until proper documentation is submitted. The out-of-state travel form will require the approval of either the Coordinator of Student Development or Director of Student Engagement, the Vice President of Student Services and the President. The electronic form is available on the OSU-OKC website under travel. Complete the form on-line, print and submit with the SGA Appropriations form for approval and for required signatures.

FOR FACULTY/STAFF ARRANGEMENTS ONLY

Airfare estimates are obtained by contacting the current state-approved travel agent, Bentley Hedges Travel Service, Inc., (405) 685-7401 and using the lowest airfare available. Usually it is non-refundable.

Airfare estimates submitted on the form must be finalized within twenty-four hours to guarantee the quoted price. Submitting the form without **all** required signatures could delay finalizing the airfare and possibly result in a price increase.

If you elect to drive and a school vehicle is not available, you must provide an airline cost comparison with the out-of-state form. You will be reimbursed the lesser cost of mileage vs. the airline ticket amount submitted on your out-of-state travel form.

Lodging

Lodging reservations must be booked at the designated Conference site hotel and secured with the employee's personal credit card.

If the Conference site hotel will accept direct billing, and approval has been received from the Vice President of Student Services, contact Janet Bryant and a

purchase order number will be provided.

If lodging is not available at the designated Conference site hotel and there is not secondary hotel, you may stay at any other hotel as long as the price is not more than the designated hotel site.

If there is not a conference site hotel, you will need to go to the gsa.gov website listed below and find out what the max lodging is for that city/state. If neither the city nor the county is listed, the location standard rate of \$70.00 will be used for lodging.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943&noc=T

Reimbursement for lodging requires the **original** check-out statement from the hotel showing a \$0.00 balance. Reimbursement will cover the room rate, including tax and phone calls made to Oklahoma State University-Oklahoma City only. Room service billed to your hotel room is considered a per diem expense and will not be included in lodging reimbursement.

Airfare

Upon receipt of the approved out-of-state travel form, the Business Office will finalize purchase of the airline ticket and send you an itinerary provided by the travel agency.

If you receive a paper ticket rather than an electronic one, it will be held in Business Services vault. It will be your responsibility to pick up the ticket the last business day before your departure.

Complimentary tickets (2 for 1 offers) are considered state property and can only be used by an employee of Oklahoma State University-Oklahoma City.

Per Diem

Out-of-State per diem rate is based on a 24 hour period. Rates may be obtained at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943&noc=T by selecting the city/state you will be traveling to. If neither the city nor the county is listed, the location standard rate of \$39.00 per day will be used for meals.

The 24-hour period begins when the employee starts travel status and ends when the employee stops travel status. Travel status can begin up to 24 hours prior to a conference start time and end up to 24 hours after conclusion.

There is a deduction of ¼ of the per diem rate for meals provided by the

conference. Continental breakfast is not considered a meal.

Room service charged to a hotel bill is considered a per-diem expense.

Parking, shuttle or taxi service is not considered a per diem expense and must have an official receipt for reimbursement

Filing the Reimbursement Form

The Travel reimbursement form must be completed within ten days following the completion of your trip.

The travel reimbursement form is available at OSU-OKC website under [travel](#). Complete the form, attach all required documentation and submit to Student Life for account number information and Business Services for processing

FOR STUDENTS ONLY

Submit completed SGA Appropriations From and Advisor's *approved* Out-of-State Travel From to SGA for consideration no later than **thirty days** before the travel date. Once appropriations are approved the SGA Student Body, students can begin making travel arrangements.

LODGING

Student organizations can pay for out-of-state lodging the following ways:

- 1) If the student organization advisor has a pcard, they may make student only hotel reservations on the pcard. Once the participants arrive, the hotel can charge the pcard for the room and tax charges. Original invoice should be attached to the transaction log and turned in monthly to Student Life.

- 2) Student organizations can submit an official invoice with Purchase Order and appropriate signatures to Student Life at least **thirty days** before travel date for check to be cut and sent with student club advisor for hand delivery payment to hotel.

- 3) Students can pay for hotel on their personal credit card and be reimbursed with proper documentation which includes original invoice, credit card statement showing payment, and purchase order signed with appropriate signatures. Reimbursement usually within four to six weeks.

AIRLINE

Students can purchase airline tickets one of two ways:

- 1) The student club advisor can contact and have tickets purchased through Travel Agents, Inc. This business accepts OSU-Oklahoma City purchase order numbers for airline ticket purchases. Travel Agents, Inc will verify advisor permission to purchase tickets and receive a purchase order number from Student Life. Travel Agents, Inc. will process ticket purchase, send electronic tickets to Student Life, who will forward to advisors of student organization. Travel Agents, Inc will bill OSU-Oklahoma City student organization c/o Student Life. **(This is not new policy and has been approved and in place since February 18, 2004).**

- 2) Students can purchase airline tickets directly from vendors by purchasing the airline ticket on their personal credit card and will be reimbursed after the out-of-state travel event. Students will submit electronic ticket information, and credit card statement that shows purchased ticket to the purchase order with authorized student club signatures to Student Life and be reimbursed accordingly within four to six weeks.

** All student procedures are the current procedures in place and are currently being practiced. This document serves the purpose for documentation of current process in place.