

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Travel</b>	<b>3-023 FISCAL SERVICES July 2009</b>
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POLICY

- 1.01 Oklahoma State University Institute of Technology recognizes the value of faculty and staff traveling on university related business to accomplish university goals, for professional development activities, etc. Such business travel is regulated by both state statutes and University policy.
- 1.02 Expenses for official university travel are handled on a cost reimbursable basis. The employee does not receive a monetary travel advance prior to the trip, but files for reimbursement of allowable costs at the completion of the travel.
- 1.03 Before a faculty or staff member enters official travel status they must gain the written approval of their supervisor. If the travel destination is out of the State of Oklahoma, prior approval by the President is also required.

PROCEDURES

- 2.01 Travel is defined as official University business away from campus, including the travel time to and from the destination. This is not to exceed 24 hours prior to or 24 hours after the official university business begins or ends. An exception may be made if traveling will result in a cost savings to the university. The extended travel time may be no more than 48 hours prior to or after the trip and must include weekend days.
- 2.02 An approved Off-Campus Trip Request should be filed prior to the employee traveling by motor vehicle, whether in state or out of state. Oklahoma State University Institute of Technology encourages the use of motor pool vehicles and does not reimburse for personal vehicle mileage without approval by the Fiscal Services Office in advance of the trip. The reimbursement rate will be the lesser of the cost to use a motor pool vehicle or the actual mileage rate. Forms are available online or in the Business Affairs Office.
- 2.03 For Out-of-State travel, an approved Out-of-State Trip Request must be filed prior to the trip taking place. Forms are available online or in the Fiscal Services Office. This trip request requires the signature of the employee making the request, the employee's immediate supervisor, other Unit Leaders (if required), and the President. Airline ticket purchases must be coordinated through the Fiscal Services Office.

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- 2.04 Reimbursement for travel expenses is limited by University and state policies. Travel expenses should be calculated by the individual or unit on the Travel Worksheet and sent to Fiscal Services for processing. The employee is responsible for providing the proper information and documentation to the Fiscal Services Office to assist in the reimbursement process. Forms are available online or in the Fiscal Services Office.
- 2.05 Current reimbursement criteria and rates are available online at [www.gsa.gov](http://www.gsa.gov) or through the Fiscal Services Office. Employees should keep copies of all travel-related receipts.
- 2.06 Direct purchase of lodging, when allowable, should be coordinated with the Fiscal Services Office. This direct purchase may be for a designated location for University guests, employees, or students while conducting official university business. If a lodging location is not designated, direct purchase of lodging is not to exceed the allowable federal room rate per city and/or county. Note: No prepayment or processing/booking fee is permissible.
- 2.07 The Fiscal Services Office is responsible for coordination and direct payment of lodging when authorized by the University. Note: This does not include internet and/or telephone usage, meals, and other miscellaneous expenses that are the sole responsibility of the individual in travel status. These expenses will be on a reimbursement basis for out-of-pocket expenses per state and/or University policies.

Approved: August 1996  
Revised: September 2007  
Revised: July 2009