



The City of  
**OKLAHOMA CITY**  
OFFICE OF THE CITY MANAGER

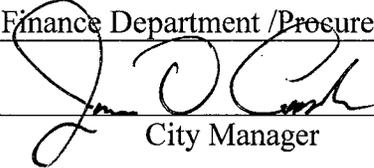
**MANAGEMENT**  
**BULLETIN**

**Subject:** Travel Policy Update **Original Date:** January 24, 2002

**Bulletin Number:** 15-2 **Revised Date:** September 4, 2015

**Effective Date:** September 4, 2015 **Page:** Purchasing Policies and Procedures Manual  
Pages 79 – 94 (attached)

**Prepared By:** Finance Department / Procurement Services Division

**Approved By:**  City Manager **Date:** September 4, 2015

1. Purpose

The purpose of this bulletin is to update the City's Travel Policy and incorporate the updated policy into the City's Purchasing Policies and Procedures Manual. This policy is designed to be an accountable plan to meet the necessary Internal Revenue Service (IRS) requirements.

2. Scope

This policy is applicable to all City employees, and members of City trusts, boards and commissions who have a need to travel on City business. A separate policy exists for the Mayor and City Council.

3. Policy

The updated policy is attached to this document and is available on the City's internal website at: Travel Policy and Forms. Sections with significant changes have been underlined.

4. Implementation

It is the responsibility of each department head to advise all employees of the updated policy.

5. Summary of Changes

- A. The counties in the Metropolitan Statistical Area (MSA) were updated.
- B. Travel claim approval authority procedures were updated.
- C. The requirement for departments to maintain documentation for three airfares quotes was updated.
- D. A requirement was added to the Travel Expense Voucher for departments to list the names of additional City personnel traveling for the same business purpose.
- E. The Expense Documentation Form is no longer required for non-conference travel.
- F. Procurement Services will now be offering travel policy training on a regular basis. It is recommended that all administrative staff involved in processing travel claims attend the training. Department heads can recommend other staff attend travel policy training as they see fit. Please click on the following link to register for training:  
<http://insideokc/Training/Scheduling/default.aspx>

## BUSINESS EXPENSE POLICIES

### SECTION 15 TRAVEL POLICY

#### 15.1 - PURPOSE

This policy is designed to assist City employees or Council appointed officials, and members of City trusts, boards, and commissions, when traveling for public business purposes. It is also designed to be an accountable plan to meet Internal Revenue Service (IRS) travel expense guidelines. The IRS requires all travel advances or expense reimbursements to be included in wages and are subject to the Federal Insurance Contributions Act (FICA), the Federal Unemployment Tax Act (FUTA), and income tax withholding **unless** certain requirements are met. The following three conditions must be met for an accountable plan:

- A. **Business connection.** This requirement is satisfied if the expenses are incurred in connection with the performance of services as an employee or appointed official.
- B. **Substantiation.** The employee or appointed official must submit information to the employer sufficient to meet IRS guidelines of substantiation requirements for an accountable plan within a reasonable period of time. This includes a log of expenses and appropriate documentation to substantiate the amount, time, place and business purpose of the expenses paid or incurred in traveling away from home.
- C. **Return of excess amounts if applicable.** The employee or appointed official must return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. This situation only applies to claims involving a Travel Advance issued to a City employee or appointed official.

#### 15.2 - APPLICATION

This policy governs reimbursements for conferences, seminars, training sessions, business meetings, and other beneficial situations where common expenses are incurred for transportation, registration, lodging, and meals during an overnight stay. Incidental travel expenses are subject to department head, or designee, approval. Nothing contained herein shall prohibit the City Manager, or designee, from modifying or approving exceptions to this policy to meet the needs of a unique situation; provided however, that no such modification will result in a detriment to the City when traveling for a public business purpose.

Additionally, this policy pertains to the reimbursement of business related travel expenses incurred while traveling away from home for a period substantially longer than an ordinary workday and is reasonable to need sleep or rest. Mileage reimbursement claims for business related travel within the Metropolitan Statistical Area (MSA) are to be filed in accordance with established City policies for vehicle mileage reimbursement. The MSA is defined to be the following seven counties surrounding the OKC metro area: Canadian, Cleveland, Grady, Lincoln, Logan, McClain and Oklahoma.

A “mileage reimbursement only” claim within the MSA for a one-time event or a special circumstance may be submitted by providing a memo from the department head explaining the public purpose of the reimbursement. It is not necessary to complete a Travel Expense Voucher for “mileage only” claims.

## 15.3 - POLICY

### A. GENERAL REQUIREMENTS

1. Department heads are responsible for informing employees of travel policies and procedures and ensuring adherence and compliance. The department submitting the travel claim is responsible for determining the reasonableness and business purpose of the requested reimbursement for travel expenses. Department heads may establish stricter internal policies and procedures in order to meet budgetary requirements and other needs of the department.
2. The City Manager's Office must be notified of the absence of a department head when he/she is traveling out of town on City business. Department heads must provide their travel destination(s), purpose and dates of the trip, person in charge of the department during the department head's absence, and a telephone number where he/she can be reached while traveling.
3. Any expenses related to a traveling companion of a claimant are not reimbursable by the City.
4. The Travel Expense Voucher must be completed for reimbursement of any travel-related expenses. Each traveling employee or appointed official must complete a separate Travel Expense Voucher.
5. The claimant may not authorize or otherwise approve their own Travel Expense Voucher, justification for rental car, or other expenditures. Such authorizations must be made at the level of the claimant's supervisor or higher, and by the department head's designee with signature authority, if the claimant's supervisor does not have this authority.

Department heads authorize individuals to sign and approve Travel Expense Vouchers by completing an Authorized Signature List form maintained by the Information Technology Department. Signatures on this form are verified by Accounts Payable staff when processing travel claims. Department heads must have the City Manager, or their assigned Assistant City Manager, approve their travel claim prior to submission to Accounts Payable for processing.

In the event of a reimbursement claim being filed by the City Manager, City Auditor, Municipal Counselor, or a Municipal Judge, another individual having signature authority within the same department must apply such authorization or approval.

6. Failure to comply with the City's travel policy or falsification of expense reports may result in denial of reimbursement, the loss of travel privileges and/or disciplinary action, including possible termination and criminal prosecution.
7. The standard mode for out-of-state travel is by commercial airline.
8. Travel time is defined as 24 hours before and after the times in the official conference/training registration information.

## B. REGISTRATION

1. The City may reimburse claimants for registration for City-related workshops, conferences and seminars. Special events and tours that are not job-related and are leisure activity are **not** reimbursable. Meal(s) included in the cost of registration will not be reimbursed to the claimant, with the exception of continental breakfasts or special dietary needs. All exceptions must be documented on the Expense Documentation Form.
2. All pre-paid registration should be paid for with a purchasing card. If the vendor does not accept purchasing cards, checks payable to the sponsoring organization may be issued prior to the departure date. The sponsoring department is encouraged to pre-register if savings to the City can be realized. Prepaid registration must be documented in the prepaid section of the Travel Expense Voucher upon return.
3. In the event the sponsoring department is unable to complete timely event registration, the traveling employee or appointed official may elect to register by using a personal credit card or check.

The traveling employee or appointed official may seek personal reimbursement prior to the completion of the Travel Expense Voucher. A purchase order, including an electronic receipt, copy of the official conference/training registration and confirmation of payment from the sponsoring organization shall be submitted to the Accounts Payable Section to seek personal reimbursement **before** the travel has commenced. The personal payment of registration will be noted in the prepaid section of the Travel Expense Voucher upon return.

## C. TRANSPORTATION

1. **Commercial Airline** - The cost of airfare is very competitive and departments are required to obtain at least three price quotes in order to purchase the lowest and best economy coach airfare. When purchasing airfare, price should be the primary consideration; however, other factors to be considered may include reasonable departure and arrival times, as well as the duration of the flight. Price quotes should be kept in departmental purchasing files.

The airline itinerary, ticket stubs, or electronic ticket information must be submitted with the Travel Expense Voucher. If the sponsoring organization has provided for discounted airfare, a request should be made to obtain the lowest and best economy coach fare. Coach class or less, if any special fares are available, is the maximum reimbursable fare. The City will not reimburse claimants for added fees beyond coach fare. Examples of added fees may include early boarding, better seating, or to obtain more leg room. Each department is responsible for ensuring the claimant purchases the lowest and best economy coach fare available. The City Manager, or an Assistant City Manager, may grant an exception to this policy upon advance written justification from the department for air travel beyond coach class. Baggage fees will be reimbursed if the claimant obtains receipts and documents the expense on the Travel Expense Voucher. The Accounts Payable Section will request additional information and approvals if baggage fees appear to be excessive. If the baggage fee receipt is lost, justification must be made on the Expense Documentation Form.

Sometimes there are significant airfare cost savings if an employee is willing to travel outside of conference or meeting dates, is eligible for a discount fare, or can take advantage of special travel times. In the instance when there is significant savings from traveling outside of conference or meeting dates, the Expense Documentation Form must clearly show the savings in airfare is

greater than the additional cost of meals and lodging if these costs are to be reimbursed by the City. An airfare quote for the most economical coach fare showing the cost of travel within conference dates and receipts for additional expenses must be submitted with the claim as proof of cost savings.

Traveling employees are encouraged to consider using special travel times, fare discounts, or senior citizen rates if the savings in airfare is greater than the cost of any additional meals and lodging that would be required or claimed for reimbursement.

In the event frequent flyer miles accumulated on City business are transferable or assignable to the City, they shall be so transferred or assigned. When airline ticket promotions are used to purchase airfare, any cost savings gained must be to the benefit of the City. If this occurs, documentation should be provided on the Expense Documentation Form.

- 2. Oklahoma City Ground Transportation and Parking** - Transportation expenses, including private vehicle mileage and/or limousine/shuttle service, to and from Will Rogers World Airport are **not** reimbursable.

Off-airport parking is **not** reimbursable. A receipt is required for reimbursement of on-airport parking for short or long term parking expenses, other than metered parking totaling \$2 or less.

- 3. City Vehicle** - City employees are encouraged to use a City-owned vehicle when traveling on City business within the State of Oklahoma. Fleet Services may provide a rental vehicle in lieu of a City vehicle. For the purpose of this policy, the vehicle is still considered to be a City vehicle and the cost is not considered to be an additional expense on a travel claim.

Reimbursements for use of a City-owned vehicle are limited to tolls, gasoline, parking, and other related expenses en route to and from a destination. Reimbursement will be made only for expenses justified with itemized receipts. When possible, a City fuel card should be used when refueling a City vehicle. If a City fuel card cannot be used, an explanation as to why must be provided on the Expense Documentation Form.

- 4. Private Vehicle** - In the event a City-owned vehicle is not available for travel within the State of Oklahoma, or circumstances dictate otherwise, a private vehicle can be used. Mileage reimbursement for use of a private vehicle will be paid at the current IRS rate. However, mileage reimbursement claims pertaining to business related travel within the Metropolitan Statistical Area (MSA) are to be filed in accordance with established City policies for vehicle mileage reimbursement. The MSA is defined to be the following seven counties: Canadian, Cleveland, Grady, Lincoln, Logan, McClain and Oklahoma.

The use of a private vehicle for traveling outside the State of Oklahoma requires an Expense Documentation Form to be completed and must be approved by the department head, or designee. Private vehicle mileage reimbursement will be paid at the current IRS rate, but only to the extent of the most economical air coach fare or mileage, whichever is less.

Due to fluctuations in airfare, a comparison rate shall be established by obtaining an airfare quote and department approval at the time reservations are made and documentation must be provided with the travel claim. Airline baggage fees will also be considered if documentation is provided with the travel claim. Taxi fare, rental cars and shuttle expenses will not be considered for the purpose of establishing the reimbursement amount.

When using a private vehicle, verification on how many miles actually driven is required by using [www.mapquest.com](http://www.mapquest.com). When mileage reimbursement is provided for travel in a private vehicle, gasoline will not be reimbursed. The IRS mileage rate includes the expense of fuel. A link to the current standard mileage reimbursement rate can be located on the City's internal website.

If a private vehicle is used, no reimbursements will be allowed for fuel charges or additional ground transportation at the destination site.

Prior to authorizing use of a private vehicle, the department is responsible for obtaining a copy of the claimant's valid driver's license and a vehicle insurance verification form demonstrating adequate liability coverage for a private vehicle. This documentation will be maintained by the department and provided upon request.

5. **Rental Car** - The expense of a rental car for a claimant, when out of town on behalf of the City, may be reimbursed only if written justification is provided by the claimant on the Expense Documentation Form and approved by the department head, or designee, **prior** to travel. Claimants must submit the rental agreement, receipt and the written justification, approved by the department head, or designee, with the Travel Expense Voucher.
6. **Commercial Rail Service** - The claimant may choose the option of using rail service. Reimbursement will be to the extent of the most economical mode of travel in comparison to air travel. The justification must be documented by including a quote for the lowest and best economy coach airfare submitted with the Expense Documentation Form and documented at the time other reservations are made. The documentation must be provided with the Travel Expense Voucher.

#### D. LODGING

1. A purchasing card should be used by a cardholder in the traveling employee's department to pay for lodging expenses, including deposits when required. Lodging expenses paid on a department purchasing card will be noted in the prepaid section of the Travel Expense Voucher upon return. An itemized hotel receipt must be submitted with the travel claim. The hotel receipt must indicate the payment method and show that the balance was paid. The purchasing cardholder is responsible for documenting the hotel's single occupancy rate, if the rate is not documented on the receipt or another attachment.
2. If it was not possible to use a department purchasing card, the claimant will be reimbursed for the hotel bill upon submission of an **itemized** hotel receipt and a copy of the complete registration form, including the applicable room rate, if published. The hotel receipt must indicate the payment method and show that the balance was paid. In the event a registration form is not available or does not include publication of hotel room rates; the claimant is responsible for documenting the single occupancy room rate from the hotel. Failure to adhere to this policy may result in a lodging reimbursement less than the amount claimed. Claimants are required to inquire about discounted or government lodging rates.
3. Meals, and other small incidentals are not available for use with the purchasing card at this time. If a hotel requires a credit card number to be on file to cover incidental expenses such as telephone calls, room service, Internet, mini bar etc., the credit card should belong to the traveler. A City of Oklahoma City purchasing card should not be used for this purpose. If a hotel charges any expenses other than daily room charges and applicable taxes to a department purchasing

card, upon return the claimant must immediately pay the City Treasurer's Office, even if they will receive reimbursement for this expense after submitting their travel claim. A receipt from the City Treasurer's Office should be attached to the travel claim when submitted for reimbursement.

4. The City will reimburse for lodging costs actually incurred while conducting City business. The City will not reimburse a claimant for lodging expenses beyond the documented single occupancy rate and/or beyond the dates of travel as defined in Section 15.3.A.8.
5. In the event that a lodging deposit is required, this expense should be paid with a department purchasing card, when possible, or paid in accordance with the City's Purchasing Policies and Procedures. In the event the sponsoring department is unable to complete the timely payment processing of a lodging deposit, the employee or appointed official may elect to pay the lodging deposit by using a personal credit card.

The employee or appointed official may seek personal reimbursement for the lodging deposit prior to the completion of the Travel Expense Voucher. A purchase order, including an electronic receipt, copy of the official conference registration and a confirmation of lodging deposit shall be submitted to the Accounts Payable Section to seek personal reimbursement before the travel has commenced. The personal payment of the lodging deposit will be noted in the prepaid section of the Travel Expense Voucher upon return.

6. In the event hotel reward points accumulated on City business are transferable or assignable to the City, they shall be so transferred or assigned.

## **E. MEALS**

1. General Provisions:
  - a. Meal expenses include reasonable tips.
  - b. Alcoholic beverages are not reimbursable.
  - c. Meal(s) included in the cost of registration will not be reimbursed to claimant, with the exception of continental breakfasts or special dietary needs. Exceptions must be documented on the Expense Documentation Form.
  - d. Meal(s) will not be reimbursed unless overnight stay is required or long enough that an employee needs to stop for sleep or rest to properly perform their job duties.
2. **Actual Expenses up to the Per Diem Rate** are required for City employees or appointed officials as follows:
  - a. No meal receipts are required to be submitted with the Travel Expense Voucher. However, sponsoring departments may retain actual receipts in their respective department files.
  - b. Reimbursement will be made for the actual amount claimed **up to the federal per diem rate** as published by the General Services Administration (GSA) recommended by the IRS. The maximum allowable will be the Meals and Incidental Expenses (M&IE) rate of the GSA. The GSA per diem rates can be located by going to [www.gsa.gov](http://www.gsa.gov), then click on Per Diem Rates.
  - c. Reimbursement is prorated for partial days of travel. Travel departing Oklahoma City after 1:00 p.m. or arriving in Oklahoma City before 5:00 p.m. is reimbursed as a half-day.

## **F. MISCELLANEOUS EXPENSE INFORMATION**

1. The City will not reimburse for personal items, services, or entertainment, including but not limited to, toiletries, medicine, clothing, grooming, laundry, dry cleaning, movies, snacks or alcoholic beverages.
2. Receipts are not required for reasonable tips, shuttle/bus/taxicab fare, or business telephone calls; however, they must be itemized on the Travel Expense Voucher.
3. Other expenses noted on the Travel Expense Voucher must be justified by the claimant in writing on the Expense Documentation Form, and also be accompanied with a receipt and approved by the department.
4. Names of additional City personnel traveling for the same purpose must be listed on the Travel Expense Voucher.

## **G. FOREIGN TRAVEL**

1. In the event of foreign travel, the claimant is responsible for providing documentation from a bank, financial institution, or Internet of the currency exchange rate in effect at the time of exchange. The exchange rate information must be obtained during the dates of the travel.
2. The City will not reimburse the Goods and Services Tax (GST) or any other foreign tax that may be refunded to the claimant. The claimant is responsible for submitting a claim to the appropriate country for any tax refund.

## **15.4 - TRAVEL AND PAYMENT REIMBURSEMENT PROCEDURES**

### **A. PROCESSING REIMBURSEMENT CLAIMS**

1. The claimant must complete and submit an Employee Reimbursement/Authorization Agreement for Electronic Funds Payment Form to the Procurement Services Division to establish or update an existing supplier number for the claimant.
2. Claims for reimbursements of travel expenses must be completed and submitted to the Accounts Payable Section within ten (10) working days following a claimant's return from a trip. Justification for late claims must be documented on the Expense Documentation Form.
3. The following must be submitted for reimbursement of travel expenses to the Accounts Payable Section to determine compliance with this policy:
  - a. A purchase order, including an electronic receipt;
  - b. Travel Expense Voucher;
  - c. Airline itinerary, ticket stubs or electronic ticket information;
  - d. Official conference/training brochure and registration;
  - e. Itemized hotel receipt, indicating the payment method and showing the balance was paid;
  - f. Receipts for rental car, parking, tolls, fuel, airline baggage fees, and other expenses as required;
  - g. Expense Documentation Form, if applicable;
  - h. Other documentation, rental car agreement, as necessary;
  - i. City Treasurer's receipt from a Travel Advance, if applicable;
  - j. Copy of Travel Advance Agreement, if applicable; and

- k. It is recommended the Travel Claim Check List be followed and submitted with each travel claim.

The Travel Expense Voucher shall reflect all expenditures of the trip, including prepaid airfare, registration or lodging expenses and if these were paid by purchasing card or purchase order. The purchase order number, electronic receipt number, and amount of all prepaid expenses must be entered appropriately on the Travel Expense Voucher.

4. For conferences, include a copy of the official brochure and completed registration form, which indicates the meeting location, dates and times of the conference, and costs.
5. For non-conference claims, documentation indicating the meeting/training location, dates and costs must be obtained and attached to the claim before submitting to Accounts Payable.
6. Claimants should allow five (5) working days from date of submission to the Accounts Payable Section for the processing and submission of complete, correct claims for payment in the earliest possible pay cycle. Reimbursement checks will be mailed directly to the claimant's home address as provided on the Employee Reimbursement/Authorization Agreement for Electronic Funds Payment Form or directly deposited into the claimant's bank account if enrolled in the EFT program. Accounts Payable staff may request additional documentation if not provided with the reimbursement claim.

## **B. CITY TRAVEL ADVANCE**

1. In accordance with Article IX, Division 3, Section 2-841 of the Oklahoma City Municipal Code, 2010, the City Manager may approve a petty cash draw also referred to as a Travel Advance, of no more than \$2,499. A department may submit a Travel Advance Agreement to the City Manager for approval of a cash advance from the City Treasurer. Other department petty cash funds may not be used for travel advances.
2. The department will enter a requisition/purchase order using supplier number 0000006972. The purchase order must include the claimant's name in the item description field. Upon request, a copy of the approved Travel Advance Agreement should be sent to the Procurement Services Buyer assigned to approve travel purchase orders.
3. To obtain a Travel Advance, the claimant requesting the advance must provide the original approved Travel Advance Agreement, along with a copy of a signed purchase order to the City Treasurer's Office. A Travel Advance should not be picked up more than three days prior to travel.
4. Upon return, unspent cash must be returned to the City Treasurer's Office within three working days. The City Treasurer's Office will issue a receipt for the cash that is returned from the Travel Advance which must be submitted with the claimant's travel reimbursement claim.
5. Failure of any claimant to submit a complete Travel Expense Voucher to the Accounts Payable Section within ten (10) working days could result in a of any Travel Advances for the department, loss of travel privileges and/or disciplinary action up to and including termination.
6. Only one Travel Advance is allowed to be outstanding per employee. Additional advances will not be issued to the employee by the City Treasurer's Office until the outstanding advance is reimbursed in accordance with this policy.

## **15.5 - ADDITIONAL INFORMATION**

### **A. ATTENDANCE AND CONDUCT**

1. Traveling on behalf of the City and using public funds is a privilege. As a City employee or appointed official, the claimant is expected to attend conference meetings and training sessions.
2. An employee found to be absent from a substantial portion of the conference, seminar, sessions or other activity without good and justifiable cause will be subject to disciplinary actions in accordance with the applicable Personnel Policies and may be personally liable for all travel expenses.
3. Any City employee who performs any action that reflects discredit upon the City of Oklahoma City; is involved in any conduct that is offensive; violates the common decency or morality of the community; or whose conduct is unbecoming of a City employee will be subject to disciplinary actions in accordance with the City's Personnel Policies.

### **B. CANCELLATIONS**

1. If the registration, lodging and/or transportation has been prepaid by the City and the claimant is unable to complete the intended travel, the claimant and sponsoring department are required to follow-up on the cancellation policy of the sponsoring organization and lodging site. All possible means are to be explored to obtain refunds, partial refunds, or options for substituting another employee.
2. The claimant must provide written justification, which is approved by the department head, to explain and justify the reason for the inability to travel as previously arranged. This written justification must be submitted on the Expense Documentation Form with the Travel Expense Voucher.

### **C. REFUNDS**

1. The sponsoring department and the claimant have the responsibility for the oversight and administration of seeking refunds to the City and depositing those refunds with the City Treasurer's Office.
2. Any refunds due the City obtained due to cancellations or overpayments must be deposited with the City Treasurer's Office. Any such refund received can be credited back to the department's budget by providing the original funding information to the City Treasurer's Office with the refund.
3. If the City refund is payable to the employee or appointed official, it must be endorsed to the City, delivered to, and receipted by the City Treasurer's Office.
4. If payments were made by a City purchasing card, the refund should be credited back to the purchasing card. Exceptions to this must be approved by the Purchasing Agent.
5. If the refund is credited to the claimant's personal credit card, the claimant is responsible for reimbursing the City Treasurer's Office for any amount due the City.

## Travel Expense Voucher

### City Employee, Members of City Trusts, Boards and Commissions

Claimant's Name: \_\_\_\_\_ PO# \_\_\_\_\_ Receipt# \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Claimant's Supplier ID#: \_\_\_\_\_ Department & Division: \_\_\_\_\_

Destination: City- \_\_\_\_\_ County- \_\_\_\_\_ State- \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

**Required:** OKC Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ OKC Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE: Travel Outside of Conference Dates requires a completed Expense Documentation Form with departmental approval.**

PREPAID SECTION	Circle Procard if paid by Procard or write PO# if paid by PO							Totals
(A) Airfare: (attach itinerary)								\$
(B) Registration: (attach complete brochure)								\$
(C) Hotel/Lodging: (attach itemized receipt)								\$
(D) _____ (attach receipts)								\$
Day (write or type in)								If a City vehicle was used, employee should initial here _____.
Date (write or type in)								
<b>(E) TRANSPORTATION SECTION (to destination site)</b>								
• Airfare – Requirement – Attach itinerary (if prepaid, enter above)								\$
• Rental Cars/Commercial Rail - Requirements – Attach Expense Documentation Form, rental agreement and receipt. Department head approval for rental cars must be obtained prior to travel and attached to the claim.								\$
• Airline Baggage Fees								\$
• Parking & Tolls								\$
• Gas (City Vehicle only)								\$
								\$
<b>Total Item (E) - (per day)</b>								\$
<b>(F) PRIVATE VEHICLE MILEAGE SECTION - Requirement: Attach Expense Documentation Form</b>								
Actual Miles x								
Rate per Mile								
<i>Pay Total Mileage Expense</i>								\$
<b>OR Airfare, whichever is less Item (F)</b>								\$
<b>(G) REGISTRATION SECTION - Requirements: Attach Complete Brochure with Registration Rates and Dates</b>								
• Total Item (G) (If prepaid, enter above)								\$
<b>(H) LODGING &amp; TAXES SECTION- Requirements: Attach Itemized Hotel Receipt and Document Single Occupancy Rate</b>								
• Total Item (H) (If prepaid, enter above)								\$
<b>(I) MEALS SECTION – Requirements – Itemize Actual Expenses up to the Per Diem Rate</b>								
Breakfast								
Lunch								
Dinner								
<b>Actual Expenses Total Per Day</b>								
<b>Per Diem Rate</b>								\$
<b>Total to Pay Item (I) (Lesser of Two)</b>								\$

**Travel Expense Voucher, continued**

Claimant's Name: \_\_\_\_\_ PO# \_\_\_\_\_ Receipt# \_\_\_\_\_

List names of additional City personnel traveling for the same purpose (Required): \_\_\_\_\_

<b>Day (write in)</b>										
<b>Date (write in)</b>										
<b>(J) MISCELLANEOUS SECTION (expenses at destination site)</b>										
Business Phone Calls									\$	
Tips (other than meals)									\$	
Taxis/Shuttles/Bus									\$	
<b>Total Item (J) (per day)</b>									\$	
<b>(K) OTHER EXPENSES SECTION - Requirement: Attach Expense Documentation Form</b>										
• 1.									\$	
• 2.									\$	
<b>Total Item (K)</b>									\$	
<b>Total Expenses, (A) – (K)</b>									\$	
_____ Claimant Date  _____ Claimant's Supervisor Date  _____ Authorized Signature (Verify Signature List) Date									Less Cash Advances (if applicable)	-
									Less Prepaid Items (A) – (D)	-
									Total (+ or -)	\$
									<b>Due Claimant (+) OR</b>	\$
									<b>Due City Treasurer (-)</b> (Receipt of payment to City Treasurer Attached)	\$

**Receipts are required for: Airfare, Rental Cars, Commercial Rail Service, Short or Long Term Parking over \$2.00, Tolls, Airline Baggage Fees, Gasoline Receipts for Vehicles, Lodging and Other Expenses.**

**EXPENSE DOCUMENTATION FORM**

This form must be completed and filed with the Travel Expense Voucher to claim reimbursement for: 1) Travel Beginning and/or Ending Outside Recognized Conference Meeting Dates; 2) Private Vehicle or Commercial Rail Service Travel Outside the State in Lieu of Air Travel; 3) Authorization for continental breakfasts and special dietary meals; 4) Authorization for Rental Car; and 5) Justification of Other Expenses.

**I. General Information:**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

**II. Travel Beginning and/or Ending Outside Recognized Conference Meeting Dates:**

- 1) Airfare quote for conference dates obtained prior to travel on (date) \_\_\_\_\_ from (travel agency or internet) \_\_\_\_\_ \$ \_\_\_\_\_
  
- 2) **LESS:** a) Airfare Quote for Pre-Conference or Post Conference From (travel agency or internet) \_\_\_\_\_ \$ \_\_\_\_\_  
Extended Stay obtained on (date) \_\_\_\_\_
  - b) Additional Lodging \$ \_\_\_\_\_
  - c) Additional Meals \$ \_\_\_\_\_
  - d) Additional Expenses (parking, tolls, etc.) \$ \_\_\_\_\_
  
- 3) **Net Savings to City** \$ \_\_\_\_\_  
**OR**  
**(Non-Reimbursable Expense to Claimant)** \$ \_\_\_\_\_

**III. Use of Private Vehicle, Commercial Rail Service vs. Air Travel (Outside State):**

- 1) Airfare Quote obtained prior to travel on (date) \_\_\_\_\_ from (travel agency or internet) \_\_\_\_\_ \$ \_\_\_\_\_
- 2) Baggage Fees (only if documentation of cost is provided with claim) \$ \_\_\_\_\_
  
- 3) **LESS:** a) Round trip vehicle mileage \_\_\_\_\_ miles X \_\_\_\_\_ mileage reimbursement rate \$ \_\_\_\_\_  
**OR**
- 4) **LESS:** b) Round trip Commercial Rail Service cost \$ \_\_\_\_\_
  - c) Additional Lodging \$ \_\_\_\_\_
  - d) Additional Meals \$ \_\_\_\_\_
  - e) Additional Expenses (parking or tolls etc.) \$ \_\_\_\_\_
  
- 5) **Net Savings to City** \$ \_\_\_\_\_  
**OR**  
**(Non-Reimbursable Expense to Claimant)** \$ \_\_\_\_\_



# TRAVEL ADVANCE AGREEMENT

Amount:\$ \_\_\_\_\_

PO#: \_\_\_\_\_

\_\_\_\_\_  
Name (Print or type) Title

\_\_\_\_\_  
Department Name Department # Telephone

Purpose of Travel Advance: \_\_\_\_\_

Dates of Conference: \_\_\_\_\_ Date leaving: \_\_\_\_\_

Destination: \_\_\_\_\_ Date returning: \_\_\_\_\_

\_\_\_\_\_  
Department Head Approval-Signature Date

<b>City Manager's Approval</b> (Required): Designation per 2-841 of the Oklahoma City Municipal Code.		
_____ City Manager/Designee	_____ (Signature/Print)	_____ Date

## ACKNOWLEDGEMENT OF RECEIPT OF FUNDS

KNOW ALL PERSONS BY THESE PRESENTS:

That I, \_\_\_\_\_ (Print Name), in my capacity as \_\_\_\_\_ (Title), hereby acknowledge receipt of \$\_\_\_\_\_ to me in hand paid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the purpose(s) set out above, under authority of Section 2-841 of the Oklahoma City Municipal Code; in consideration of which I hereby agree to administer and account for said monies as provided in said ordinance only, and authorize The City of Oklahoma City, or its agents or assigns, to collect any monies unreconciled, including costs of collection and attorney's fees.

I hereby certify, under penalty of perjury, that I have read said ordinance and agree to abide by the provisions thereof.

**INWITNESS WHEREOF**, I hereunto set by hand this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature (Upon receipt of Travel Advance)

**STATE OF OKLAHOMA**  
**COUNTY OF** \_\_\_\_\_

Before me, the undersigned, a Notary Public, in and for said County and State on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared (Print Name), to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that they executed same as their free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

(Seal)

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**TRAVEL CLAIM CHECK LIST**  
**(City Employees, Members of City Trusts, Board and Commissions)**

**GENERAL INFORMATION SECTION ON TRAVEL EXPENSE VOUCHER:**

- \_\_\_ Travel Expense Voucher completed, including the PO# and Receipt# generated by the financial system. The supplier number set up for the claimant, must include full name and home mailing address. A separate claim form must be used for each claimant. Travel Advances should be for the employee that signed for the cash advance. **The supplier number for travel advances from the City Treasurer (000006972) must be used on the requisition/purchase order, not the claimant's supplier number.**
  
- \_\_\_ Destination/Purpose and OKC Departure/Arrival **date and time** must be completed.
  
- \_\_\_ **Travel outside of conference dates** must have an Expense Documentation Form attached with written justification and department approval supporting travel times outside the conference dates. (Section II and V must be completed). It must clearly show that the savings in airfare is greater than the additional cost of meals, lodging and additional expenses, if these costs are to be reimbursed by the City. **Airfare quotes must be obtained no later than the date of the airfare purchase for the extended travel dates.**
  
- \_\_\_ Verify that the **claim will be submitted to Accounts Payable within 10 working days** following claimant's return from trip. Late claims require an Expense Documentation Form with written justification from the claimant and **approval from the department.** (Section IV and V must be completed).

**SECTION (A), (B), (C) & (D) PREPAIDS:**

- \_\_\_ **If airfare, registration, hotel/lodging or other deposit costs were prepaid** by the City or the claimant submitted a claim for reimbursement prior to the travel dates, the purchase order number and amount for each prepaid must be completed. If paid by purchasing card, this should be indicated by circling procard on these sections. The receipts for airfare itinerary, hotel/lodging, registration, other deposit verification and complete registration brochure must be attached.

**SECTION (E) TRANSPORTATION:**

- \_\_\_ **Airline itinerary, ticket stubs or electronic ticket must be submitted with the claim** and if prepaid, purchase order number and amount must be completed on the Travel Expense Voucher. If there was a change of flight resulting in additional cost to the claimant, attach the Expense Documentation Form with written justification of the additional expense approved by the department and the original receipt. (Section IV and V must be completed). The department is responsible to ensure that claimants use the lowest and best economy coach airfare available. **Verify airfare to be a single ticket purchase.**
  
- \_\_\_ **Attach airline baggage fees** and indicate the expense(s) on the Travel Expense Voucher. If the baggage fee receipt is lost, justification and approval from the department must be indicated on the Expense Documentation Form (Section IV and V must be completed).
  
- \_\_\_ Determine if claimant is eligible for reimbursement for long term parking. Note that long term parking incurred at the Oklahoma City Airport or other parking facilities at the destination site are not reimburseable expenses. (Receipt must be attached to Travel Expense Voucher).
  
- \_\_\_ If reimbursing for **use of City Vehicle outside of state**, verify receipts for tolls, gas, parking other than metered over \$2.00 or other related expenses en route to and from destination are attached. If a City vehicle was used, employee needs to initial the box on Travel Expense Voucher form under the Prepaid Section. **If a fuel card is not used when purchasing fuel for a City vehicle (Section IV and V) of the Expense Documentation Form must be completed.**
  
- \_\_\_ If reimbursing for **rental car**, verify rental car agreement, receipt and Expense Documentation Form with written justification from the claimant, approved by the department head is attached. **Must be approved prior to travel** (Section IV and V must be completed).
  
- \_\_\_ If reimbursing for **commercial rail service**, verify receipt and Expense Documentation Form with department approval is attached. (Section III and V must be completed). **Must be most economical method of travel. Airfare quotes must be obtained when travel arrangements are made.**

**SECTION (F) PRIVATE VEHICLE MILEAGE:**

- \_\_\_ If reimbursing **mileage for private vehicle use outside of state**, actual miles multiplied by the current IRS mileage rate must be entered, attach an Expense Documentation Form with department approval and airfare quote (Section III and V must be completed). Mileage may be reimbursed to the claimant at the current IRS rate, as long as it does not exceed the lowest and best economy coach airfare and baggage fees, if documentation is included; if so, the lesser of the two must be used. **Private Vehicle Mileage incurred to and from the Oklahoma City air departure point is not reimbursable. No reimbursements will be allowed for fuel or additional ground transportation at the destination site. Reimbursement is allowed for tolls and parking as long as expenses do not exceed the cost of airfare.**

## **SECTION (G) REGISTRATION:**

Registration amount entered and entire **registration** brochure attached, must include **locations, dates covered, and cost**. If prepaid, either procard or PO must be circled on the prepaid section of the Travel Expense Voucher and the amount entered. If prepaid using a purchase order, the purchase order number must be entered. Verify that **special events and tours that are not job-related and are leisure activity** have not been included on the registration. **The City will not reimburse for this type of activity or expenses relating to a traveling companion of the claimant.**

## **SECTION (H) LODGING & TAXES:**

**Itemized hotel receipt** is attached. In the event a registration form is not available or does not include publication of hotel room rates, **the claimant is responsible for obtaining written documentation of the single occupancy room rate from the hotel**. Verify name on receipt, number of persons in room and single/double occupancy rate, if necessary.

Verify payee support is attached for Hotel deposit. If prepaid, purchase order number or procard must be circled and the amount entered on the Travel Expense Voucher.

## **SECTION (I) MEALS:**

Verify that expenses for each **meal is itemized** on the Travel Expense Voucher. Reimbursement will not be approved without this separate detail. The City will not reimburse meals or expenses for traveling companions, snacks or for alcoholic beverages. All meal expenses will be reviewed for reasonableness.

Verify that meal dates coincide with conference/travel dates and if meal(s) have been included as part of the registration. **The City will not reimburse for additional meals during that time, with the exception of continental breakfasts and special dietary needs**. An Expense Documentation Form with justification and department approval must be attached for these exceptions (Section IV and V must be completed).

Verify current City/County/State per diem rate and 1/2 day or full day allowable. **City employees, members of City Trust, boards and commission are required to use the per diem rate**. No meal receipts are required. Reimbursement will be made for the actual expenditure amount claimed, **up to the per diem maximum**.

Verify overnight stay was required before reimbursing for meals or if the claimant was in travel status long enough that an employee needs to stop to rest to properly perform his/her job duties. If overnight stay was not required and travel was long enough that an employee needed to stop to rest, justification on the Expense Documentation Form will need to be approved by the Departmental Head or designee (Section IV and V must be completed).

## **SECTION (J) MISCELLANEOUS:**

**Miscellaneous expenses** consist of tips (excluding meal tips), taxicab/shuttles/bus fare, and business phone calls. Verify expenses are itemized on the Travel Expense Voucher (receipts are not required for reasonable tips or business phone calls). The City will not reimburse for personal items, services or entertainment, including but not limited to, toiletries, medicine, clothing, grooming, laundry, dry cleaning, movies, snacks and alcoholic beverages.

## **SECTION (K) OTHER:**

**Other expenses** must be justified by the claimant on the Expense Documentation Form, accompanied with a receipt and approved by the department (Section IV and V must be completed).

## **SUMMARY:**

In the event of **foreign travel, claimant must supply** documentation from bank, financial institution, or Internet of the currency exchange rate in effect at the time of exchange. Also, verify that the **Goods and Services Tax (GST)** or any other foreign tax is not being claimed by the claimant (this tax is usually found on the hotel bill). The City will not reimburse for this tax. The claimant is responsible for submitting a claim to the appropriate country for any tax refund.

If claimant received advance money, receipt and copy of the completed Travel Advance Form from City Treasurer must be attached (**Travel Advance claims only**).

Verify that all supporting documentation is accurately listed on the travel expense voucher; that all subtotals and totals are accurate; and the correct **account code** was used.

Verify that voucher has claimant's signature and claimant's supervisor or higher signature is on the Travel Expense Voucher. The Authorized Signature List must be verified for **authorized department approval** (Claimant seeking reimbursement cannot authorize or otherwise approve their own travel expense voucher or other related justifications). Department heads must have the City Manager, or their assigned Assistant City Manager, approve their travel claim prior to submission to Accounts Payable for processing.

For cancellations, verify that an Expense Documentation Form is attached with justification and department approval (Section IV and V must be completed).