

## Things to Know About Traveling

**Thirty (30) days** before any travel can occur or arrangements made, a PO number **MUST** exist for the following: Conference Registration, Airfare, Lodging, Per Diem, Car Rental, Mileage, and Incidental Reimbursement (parking, taxi, toll, etc.)

Travel Time **begins** when you enter the plane and **ends** when you exit the plane in Oklahoma City, OK. This is the only time period for which reimbursement is eligible. Mileage reimbursement begins at the Central Office location (not from home address).

**24 hours is Key! Cancellations require a minimum of 24 hour notice.** If the Traveler is unable to travel for any reason, he/she must contact their immediate supervisor, Purchasing Division, Travel Agent, and any other respective partner in the arrangement of travel {e.g. Hotel, Airline, Conference, etc.}. Each of the vendor arrangements must be cancelled and POs deleted.

**Review the Oklahoma City Public Schools Board of Education Policy G-39-RI for further clarification.**

### **ALLOWABLE Expenses for Reimbursement:**

- Baggage/Luggage Fee is an allowable expense (1 bag per person)
- Parking at the airport
- Toll booth fees
- Taxi rides to and from airport, hotel or conference, **only** if it is deemed unreasonable to walk.
- Hotel Resort Fees – must be paid by the traveler to the hotel at time of check out. (This fee is not included in the hotel arrangement made by Travel Agent.)
- Driving to the conference, instead of traveling by air (flying), is allowable. Mileage reimbursement (not the amount of gas purchased) can be claimed, but **only** up to the price of the coach airline ticket.

### **UNALLOWABLE Expenses for Reimbursement:**

- Cost of other people and/or Travelers meals.
- Snacks (i.e. ice cream, soda, cookies, etc.)
- Alcoholic beverages
- Baggage/Luggage Fees for excess weight

### **DO:**

- **DO** – Must have approval and POs in place **THIRTY (30) days** before travel. (See flow chart)
- **DO** – Submit Professional Development/Travel Approval Form, with conference agenda, for approval signatures.
- **DO** – If traveling to a state which has granted OKCPS tax exemption from state hotel fees, Traveler presents Hotel Sales Tax Exemption Form to hotel at check in. {e.g. Texas and Kansas}
- **DO** – Within **TEN (10) days** of returning from travel, submit Expense Reimbursement form, with proof of conference attendance and itemized receipts, for approval signatures (Do not combine receipts with other Travelers)

### **DON'T:**

- **DON'T** – Submit credit card receipts (Receipts must be itemized and attached to Expense Reimbursement Form).
- **DON'T** – Take taxi rides other than to the conference and airport for reimbursement and **only** if it is deemed unreasonable to walk. (See above under **Allowable Expenses**)

- **DON'T** – Take Expense Reimbursement form directly to Accounts Payable. Expense Reimbursement form must be submitted to the Traveler's immediate supervisor for approval signature routing and then it can be forwarded to Accounts Payable for processing.

**PER DIEM SCHEDULE:**

**The following per diem schedule for travel will be as follows:**

- Date of Departure regardless of beginning time – 50% of GSA daily rate
- Full Days out of state – 100% of the GSA per diem rate;
- Day of Return regardless of ending time – 50% of GSA daily rate
- No adjustment to the per diem rate is necessary in the cases where the conference provides breakfast, lunch or dinner.