

# IFSAC Travel Policy and Procedures

IFSAC Administration is a department housed at Oklahoma State University in Stillwater, OK. Travel policy and procedures are set by Oklahoma State University and the laws governing official University travel are made by the Legislature of the State of Oklahoma, except for the requirements for approval of out-of-state travel requests, which are by the President of the University, and the Board of Regents for Oklahoma A&M Colleges.

These policies lay out the procedures for when IFSAC Administration processes travel for non-employees of Oklahoma State University. The following are examples of when IFSAC Administration should process travel:

- All travel for both Certificate Assembly and Degree Assembly Public Board of Governors Members
- All travel for the IFSAC Parliamentarian
- Travel for special COG, CABOG, DABOG, or standing committee workshops, as needed
- Travel for site visits when the host entity cannot process travel arrangements for the site visit team for the following reasons:
  1. When site visit team members are required to sign any type of contract or agreement in order for any travel expenses to be paid for or reimbursed.
  2. When an IRS form 1099 will be issued to the IFSAC site team members for travel reimbursement.

Processing travel is a two-part process including a pre-approval for out-of-state travel and/or international travel followed by a reimbursement process following the completion of travel.

The following policies and procedures are adapted from the Oklahoma State University Administration and Finance 3-0201 June 2011 edition and Oklahoma State University International Travel Policy 1-0132 April 2010 edition polices as needed for the business of IFSAC Administration to process non-employee travel for members of the organization through the Oklahoma State University system.

## **Before Traveling:**

Each traveler will need to complete a travel request form and submit to [admin@ifsac.org](mailto:admin@ifsac.org) prior to traveling, with the following information:

- Full legal name - enter the full legal name of the traveler, as it appears on your government issued ID
- Home mailing address - where you would like the reimbursement check mailed to
- Birthdate
- Cellphone number with Area Code
- Second contact number
- Full Social Security Number or equivalent required for first time reimbursement; only the last four digits are required if you have previously been reimbursed - may call IFSAC Administration
- Description of trip: destination, including dates & times of departure and return
- Purpose of trip of official business

- Traveling by air or by vehicle
- Preferred airport for departure
- Preferred arriving airport
- Preferred airline/preferred Seating
- Additional travel requests - car rental, lodging, mileage to/from airport, etc.
- Include two potential flight quotes with flight numbers and estimate cost

Once a travel request is received by IFSAC Administration, airfare and car rentals will be booked upon approval by IFSAC Administration. Both airfare and car rental will be direct billed to IFSAC Administration and traveler will receive confirmation of booking via email. Please review and make sure all information is correct within 24 hours of receiving the confirmation email.

Hotel reservations can be made and held with an OSU PCard. Traveler **MUST** pay with individual card upon arrival and submit receipt for reimbursement. Hotel lodging is not eligible for direct pay.

If traveling by air, please note the travel agency information on your ticket confirmation. Should you have any issues while on travel, please contact the travel agency directly for immediate assistance.

#### **After Traveling:**

The second part of the travel process is the reimbursement portion and takes place after travel has taken place, with the completion of the Travel Reimbursement Form (sent to traveler by IFSAC Administration) and submitting original receipts to IFSAC Administration. Travel reimbursements, including all receipts, must be submitted to IFSAC Administration within 60 days of completion of travel. **Any reimbursement submitted after 60 days will not be processed.**

#### **Guidelines for Submitting Documentation for Travel Reimbursement:**

- All original receipts and documentation should be stapled to the travel reimbursement form. Smaller receipts should be attached to a blank sheet of 8 1/2 x 11" paper. Receipts must show a zero balance. Original receipts should be mailed to: IFSAC Administration, 1723 W. Tyler Ave, Stillwater, OK 74078

- **Mileage Claimed**

If mileage is being claimed, enter the actual direct mileage as found on a website, such as MapQuest or Google Maps. Exact addresses must be entered into the search parameters. A printout from the website must be attached to the travel voucher documenting the mileage being claimed. If a destination does not have a specific address, please indicate an estimated destination, such as "5 miles northwest of Stillwater" and provide beginning and ending odometer readings to justify the mileage claimed.

Mileage in lieu of airfare - If the non-employee travels by privately-owned vehicle, reimbursement for mileage cannot exceed a coach airfare quote plus mileage to and from the airport. The coach airfare quote for cost comparison should be obtained from a state contracted travel agency. If a non-employee chooses another mode of travel other than by air, s/he must provide a cost comparison between the actual cost of transportation and the cost of the airline ticket (had s/he flown to the destination). Other expenses, such as baggage fees and local transportation, cannot be used in a cost

comparison because the costs are considered too variable.

Some situations, such as transporting large or heavy equipment, may require driving instead of flying. In these situations a cost comparison is not necessary as long as documentation or a statement is given regarding the need for ground transportation.

Mileage reimbursement rate - The mileage reimbursement rate is set by the State of Oklahoma, not the IRS rate.

- Per Diem/Meals

Per diem/meal rates follow those of the federal government (effective July 1, 2001), and vary by city. See <https://www.gsa.gov/travel-resources> in order to look up per diem/meal rates for a particular city or location. Per diem is only reimbursable for periods in which an overnight stay is documented. Evidence of an overnight stay may include a lodging bill.

Twenty-four hour rule - Reimbursement for per diem (meals) and lodging will not begin more than twenty-four (24) hours before the first meeting time or continue for more than 24 hours after the last meeting, unless certain exceptions, explained below, apply.

Forty-eight hour rule - International Travel - Reimbursement for per diem (meals) and lodging will not begin more than forty-eight (48) hours before or continue more than forty-eight hours after the objective of the trip. International travel is defined, for this purpose, as travel outside the contiguous 48 U.S. states.

- Foreign Exchange Rates and Other Notes

Attach a website printout for each expense when using websites, such as OANDA, to convert foreign exchange rates. Currency conversions should be converted on the day of the receipt. Credit card statements may be attached in lieu of foreign currency conversion printouts.

- Miscellaneous Expenses that are Reimbursable

Telephone - Reimbursement for business-related communication charges incurred during travel must be justified as to their necessity. When the telephone expense is "substantial" in the eyes of the Office of State Finance, they may request documentation or additional information. Personal phone calls will not be reimbursed.

Parking - Parking fees must be itemized. Parking expenses should be prorated to remove personal days outside the 24 hour rule.

Turnpike Tolls - Turnpike toll fees must be itemized

Misc. Supplies - Reimbursement for miscellaneous supplies must be itemized and documented with a receipt. A description of each item purchased must be included with the receipt. Examples of items that might fall into this category are:

Fax costs, freight costs to ship materials back to home base, tapes, books, and other materials from a conference or workshop, gasoline for a state-owned vehicle, and laundry (under certain circumstances involving extended travel and/or emergency) passport or visa fees, gasoline for rental car, baggage fees.

Baggage Fees - For trips less than a week, one personal bag is allowed each way. For trips lasting a week or longer, two personal bags are allowed each way. Any bags that contain necessary business materials are reimbursable.

Some miscellaneous expenses (other than registration) do not require a receipt if under \$25.

Once travel reimbursement form has been received by IFSAC Administration, staff will complete official travel voucher paperwork. The traveler will need to sign the travel voucher and return to IFSAC Administration for processing. Faxed, scanned and electronic signatures are acceptable. Departments may not sign on behalf of the traveler unless they provide proof of power of attorney. Travel reimbursement will not be approved until all original receipts have been received.

Travel vouchers will be approved for payment only by the elected or appointed head of any state department, board, commission, institution or agency, or their designated administrative employees. Out-of-state and out-of-country travel requires at least two approval signatures other than the traveler.

Upon completion of a trip which involved the prepayment of an airline ticket by OSU, the traveler will sign the form attesting to the proper use of the ticket. This is done on the out-of-state travel request and airfare requisition form and will be sent along the travel reimbursement voucher.

Once a travel voucher and supporting documentation has been approved and sent to University Accounting, a reimbursement check will be ordered and mailed to the traveler. If you do not receive a check within three (3) weeks of returning the signed the travel voucher, please contact IFSAC Administration for a status on the check.

**1. How long does it take to get a check after the travel voucher has been sent to University Accounting?**

University accounting normally pre-audits the claim within a week of receipt. The claim is then forwarded electronically to the Office of Management and Enterprise Services. If there are no problems, a check will be mailed out 2 to 3 business days after approval by University Accounting.

**2. When an employee takes vacation immediately before, during or after his/her trip, how can I calculate what the employee may be reimbursed?**

This situation is quite common, but varies considerably with each situation. The most common scenario is that the employee chooses to drive his/her family to the conference site and remain for vacation after the conference is complete. In this situation, the employee may be reimbursed mileage up to the cost of a round-trip coach airline ticket to the same destination. The employee may be reimbursed only the single occupancy rate of the designated hotel while at the conference and may not claim any expenses for his/her family. In the calculation of meals or per diem, the employee must follow the same 24 hour rule as other employees flying to the conference. If a rental car is used for a combination of official and personal use, the cost must be appropriately prorated.

**3. What receipts and/or documentation need to be kept by the employee while traveling?**

The following original receipts are required and must be submitted with the travel voucher:

Lodging receipt - the receipt must be a billing from the hotel detailing the room rate, occupancy, tax, and other charges billed to the room. The claimant's name must appear on the hotel billing in order to receive reimbursement.

Airline ticket - the duplicate ticket or other airline receipt which includes information as to class accommodations, cost, and the name of the travel agency.

Car rental - the receipt must indicate the miles traveled, the dates the vehicle was checked in and out, and the cost.

Registration fees - the receipt must: 1) be made out to the employee or claimant, 2) show the name of the conference or association, 3) show the total amount paid, and 4) be marked paid. If a receipt is unavailable, the Office of Management and Enterprise Services has been known to accept a cancelled check or credit card receipt indicating payment.

#### 4. How do I determine the status of an unpaid travel voucher?

To determine the status of an unpaid travel voucher, call IFSAC Administration.

#### 5. Where can I find the applicable per diem and lodging rates for the city in which I'm staying?

<https://www.gsa.gov/travel-resources>

Effective July 1, 2001, reimbursement rates follow those of the Federal Government (U.S). They vary by city, and may be looked up at this website.

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#### Topical References

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#### **Airline Ticket Purchases**

Commercial airline tickets for out-of-state travel must be purchased from an approved travel agency as established by the Division of Central Services. Exceptions may include: 1) when air travel services can be secured elsewhere at a cost less than that which can be secured by a state contract travel agency; or 2) when the air travel is necessitated by an emergency and time does not permit utilization of an approved state travel agency; or 3) when the air travel is part of a package arrangement made by the organization scheduling the meeting or conference. All exceptions must be explained by a letter/memo accompanying the travel voucher or airline ticket requisition.

#### **Continental Breakfasts**

Continental breakfasts and refreshments such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals for the purpose of deducting meals provided with registration.

#### **Cancelled Check**

A cancelled check, in conjunction with documentation of the cost (such as a registration form), may be used as a receipt for registration fees. ***Both the front and back of the cancelled check must be provided.*** A copy of the check before it clears the bank is not acceptable.

#### **Cost Comparisons**

Regardless of mode of travel, reimbursement for out-of-state transportation costs cannot exceed that of **coach/economy airfare** plus mileage to and from airport. If an employee or claimant chooses another mode of travel other than by air, s/he must provide a cost comparison between the actual cost of transportation and the cost of the airline ticket (had s/he flown to the destination). ***A printed airfare quote from a state contract travel agency is required to be attached to the travel voucher.***

Under limited circumstances involving airline travel, reimbursement may begin as many as forty-eight hours before and extend as many as forty-eight hours after the objective of the trip (see "Forty-Eight Hour Rule" in this section.) If the forty-eight hour rule applies to the traveler, s/he must supply a detailed cost comparison of the additional per diem, or meals and lodging versus the savings on the airfare. The airfare rate used in the comparison must come from the same travel agency where the original ticket was purchased.

### **Designated Conference Site**

Any state officer or employee, while in official travel status, attending a previously arranged meeting, workshop or such similar event, conducted at the designated location as evidenced by the ***sponsor's announcement or notice***, will qualify for actual lodging expense reimbursement not to exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place.

The conference sponsor may arrange lodging for participants at a lodging facility other than where the conference is being held, if blocking of rooms or rate reductions are made. This will also qualify for actual lodging expense reimbursement. Lodging facilities offering standard military or government rates would not qualify as a sponsor arranged rate.

Typically, an acceptable document evidencing the designated conference site will contain the following information: 1) conference name, 2) conference dates and times, and 3) a list of hotels (and associated room rates) in which rooms were either reserved, blocked off, or rate reductions were granted.

Employees or claimants choosing to acquire less expensive lodging at another hotel, motel, or other public lodging place may be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel, or public lodging place. ***Under these circumstances, the claimant will not be reimbursed for local transportation costs incurred while traveling between the chosen lodging site and the designated hotel site unless an overall cost savings is demonstrated.***

***Agency (employer) designated lodging*** - To permit broader reimbursement to employees for necessary lodging expenses, OMES implemented a policy extension of the State Travel Reimbursement Act to allow agencies to designate lodging for employee travel under certain conditions, such as ***when there is no outside sponsor or host of the objective of travel.*** Accommodations should be arranged in advance by the blocking of room(s), special rate reductions, or other condition, evidenced by a memo from the agency showing when (date of memo), how (condition), and where (name and location of facility) the lodging was arranged, the actual dates of lodging, the names of the employees (if practical) and the objective of travel.

## **Export Control Issues Related to University Travel**

Travel to most countries does not usually constitute an export control problem; however, there are potential situations that could trigger the need for a license to travel to certain countries or to take items with you (or ship) to a particular country. In addition, there are government agencies such as the Department of State, Department of Commerce, and the Office of Foreign Asset Control, which have lists of persons and entities that we are prohibited from doing business with not only here in the U.S., but overseas as well.

More information regarding export control issues is located at the following URL:

<http://www.research.okstate.edu/export.htm> (<http://www.research.okstate.edu/export.htm>).

A link to “**Countries of Concern**” can be found at this website as well as a link to “**Export Control**”

## **Fiscal Year**

The fiscal year for the State of Oklahoma is from July 1 to June 30. The federal fiscal year runs from October 1 to September 30.

## **Foreign Exchange Rates**

When the employee or claimant is traveling out-of-country, transactions often require the use of foreign currency. In order to receive reimbursement, the employee or claimant must convert the expenses to U.S. dollars. If a credit card is used for out-of-country purchases, the employee or claimant may attach a copy of his/her credit card statement. The claimant may also use a printout from a website, such as OANDA, to show the currency exchange amounts. The currency must be converted on the same day as the attached receipt.

## **Forty-eight Hour Rule**

Reimbursement may begin as many as forty-eight (48) hours before and extend as many as forty - eight (48) hours after the objective of the trip for travel outside the contiguous U.S.

## **Gasoline Reimbursement**

Gasoline costs for a state or federally-owned vehicle may be reimbursed in full when a receipt is submitted. This cost should be included under Itemized Miscellaneous Costs - Misc. Supplies.

Gasoline costs for leased or rented automobiles may be reimbursed as a miscellaneous expense when a receipt is submitted. Always include a copy of the rental car receipt.

## **Hotels**

When selecting a hotel to designate for a conference or site visits, entities should follow the Hotel and Motel Fire Safety Act of 1990. The Hotel and Motel Fire Safety Act of 1990 (PL101-391) was passed into law by Congress to save lives and protect property by



promoting fire and life safety in hotels, motels and other places of public accommodation. PL101-391 states that federally funded meetings and conferences cannot be held in properties that do not comply with the law. PL101-391 is applicable to all places of public accommodation, and requires that such properties are equipped with:

- hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72:
- an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. Properties three stories or lower in height are exempt from the sprinkler requirement.

The United States Fire Administration (USFA) is charged with carrying out FEMA's responsibilities with respect to the Hotel and Motel Fire Safety Act of 1990. In addition to compiling, maintaining and publishing the a National Master List, USFA is also responsible for taking steps to encourage states to promote the use of automatic sprinkler systems and automatic smoke detection systems.

In locations not subject to the Hotel and Motel Fire Safety Act of 1990, the entities and/or IFSAC shall comply with the equivalent fire and life safety code/standard adopted by the local jurisdiction.

### **Leased or Rented Automobiles**

Reimbursement for automobiles leased or rented within Oklahoma from car rental agencies or private parties, to be used in lieu of a privately-owned vehicle on official business for the state, will not exceed the mileage rate provided for the use of a privately-owned automobile. This mileage rate is set by the State of Oklahoma.

The actual cost of leasing or renting an automobile outside the state of Oklahoma, to be used on official business for the state, will be reimbursed subject to the approval of the agency head or authorized designee. If a rental car is used for a combination of official and personal use, the cost must be appropriately prorated.

### **Mileage Eligible for Reimbursement - Privately-Owned Vehicle**

For purposes of computing mileage eligible for reimbursement, the individual's office (or "home base") is the starting point, except when the individual is leaving from his/her home (residence) and where his/her home is closer to his/her destination than is his/her office. In this case, his/her home will be considered the starting point.

Total mileage is determined using websites, such as MapQuest or Google Maps. Exact addresses of the traveler's home or duty station and destination must be entered into the website for determining mileage. If an address is unknown or unavailable, odometer readings may be used in lieu of a website printout.

### **Mileage Reimbursement Rate**

The mileage reimbursement rate is set by the State of Oklahoma.

### **Motor Vehicles**

For purposes of these procedures, motor vehicles include passenger cars, station wagons, vans, trucks, and buses. It does not include bicycles, motorized bicycles, motorcycles, farm equipment, or tractors.

### **Out-Of-State Request**

When the objectives of travel (meeting, etc.) are within the state of Oklahoma, but the claimant must cross the state line into an adjoining county to acquire lodging, the trip is considered out-of-state for reimbursement purposes but no "Out-Of-State Travel Request" is required.

### **Official Travel Status**

State employees - The state employee claiming reimbursement for out-of-state travel is performing policy making, professional, technical, supervisory, or administrative duties.

Non-state Employees - The claimant is performing a substantial and necessary service to the State of Oklahoma, and such service was germane to the duties and functions of the reimbursing agency.

### **Overnight Trip**

An overnight trip is defined as a business trip requiring absence for a minimum period which lasts substantially longer than an ordinary day's work and during which the employee's duties require him/her to get necessary sleep or rest to meet the demands of his/her work. The absence must be of such duration and distance that the employee cannot reasonably leave and return home after each day's work. Per diem is only allowable for trips in which an overnight stay is evident.

### **Package Plans**

If meals and lodging at a meeting, workshop, or other objective of travel are furnished as a package plan, reimbursement may be made based upon a receipt, but at a daily rate not exceeding the total daily rate provided in these procedures.

### **Parking**

Actual expenses for parking may be reimbursed in full by itemizing these costs in the Itemized Miscellaneous Costs section of the travel voucher. If the costs exceed \$25, please be prepared to provide receipts. Parking must be prorated for any time spent on annual leave.

### **Privately-owned or Chartered Airplane**

Travel by privately-owned or chartered airplane on official business for the state, may be

reimbursed at a cost not to exceed the cost of coach/economy airfare as purchased through a state contracted travel agency.

### **Railroad**

Travel by railroad will be reimbursed at a rate not to exceed the normal charge of such conveyance, and in no instance may the rate exceed coach/economy class airfare.

### **Receptions**

"Continental breakfasts" and refreshments such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals for the purpose of deducting meals provided with registration.

### **Registration Fees**

Registration fees for state employees and authorized officials attending workshops, conferences, meetings, and etc. may be reimbursed based upon the submission of a receipt for the fees. Note: The receipt must: 1) include the name and date(s) of the conference, 2) show the amount paid, and 3) show a balance of -0- (or be stamped "paid"). The Office of Management and Enterprise Services will accept a copy of a canceled check or a credit card receipt in lieu of a conference issued receipt.

### **Registration Fees When Meals Are Included**

One-fourth of one day's meals or per diem reimbursement will be deducted from the reimbursement limit for each meal provided and included in the registration fee(s). Exceptions will apply where special circumstances prevented the employee or official from participating in the function at which the meal was provided. These circumstances could include such situations as special dress requirements, diet restrictions, transportation availability, and etc. Exceptions would not include the employee or official merely choosing not to attend the function. For OMES auditing purposes, a signed statement by the employee of his or her non participation in the meal function (for which the exception is being claimed) must be included with the travel claim. Note: Continental breakfasts, and refreshments such as coffee, tea, soft drinks, and etc. provided during meeting breaks are not considered meals for the purpose of this procedure. Box lunches may or may not be considered a meal depending on what was included with the lunch.

### **Self-Designation**

The claimant may not self-designate him/herself a hotel or other lodging facility to obtain actual lodging expense unless OSU is a clear sponsor of the travel.

### **State-Owned Motor Vehicles**

If available, state-owned or federally-owned motor vehicles or motor vehicles leased from the State Motor Pool, either on a full-time basis or for individual trips, will be utilized for motor vehicle travel.

### **Taxi**

In-state taxi cab fares will be reimbursed at the current mileage rate except in cases of emergency. Taxi cab fares may be reimbursed for out-of-state travel on the basis of an itemization of such costs (i.e. enter the total of taxi cab fares on the appropriate line of the travel voucher). If taxi fares are a substantial part of the travel voucher, please be prepared to provide receipts for each fare.

### **Telephone**

Reimbursement for communication charges incurred during in-state travel must be justified as to its necessity.

Reimbursement for business-related communication charges during out-of-state travel must be itemized (i.e. enter the total on the appropriate line of the travel voucher).

Personal telephone calls will not be reimbursed.

### **Turnpike Tolls**

Actual costs for turnpike tolls may be reimbursed in full. These costs should be included in the Itemized Miscellaneous Costs section of the travel voucher.

### **Twenty-four Hour Rule**

Reimbursement for meals, per diem, or lodging on out-of-state and in-state trips will not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the objective of the trip.

Exceptions will include any travel covered by the forty-eight hour rule. See "Forty-Eight Hour Rule" in this section.