



TRAVEL REIMBURSEMENT FOR APPLICANTS

The Office of State Finance, Pre-audit Division, allows the following items to be claimed for reimbursement.

MILEAGE: All miles claimed will be reimbursed at the current rate of .585 per mile. One trip to and one trip from the airport, if required, is allowable. A tag number and map quest mileage documentation must be provided. If mileage is paid in lieu of air fare, a quote at economy or coach rate, from a state approved agency will need to be obtained 7-14 days before the travel and submitted with the reimbursement request.

AIRFARE: The form of payment must be clear on any airline ticket receipt being submitted for reimbursement. A copy of the cancelled check or credit card may be required. Please suggest the applicant use our state approved agents to obtain the state allowed requirements. If not, please get a quote from a state approved agent for comparison 7-14 days before they travel. We are allowed economy or coach rate when traveling.

PER-DIEM: Itemized meal receipts must be submitted for reimbursement and cannot exceed the instate per diem allowance of \$39.00 per day, per 24 hour period. The per diem is calculated from information provided on the travel website. Tips to airport personnel, hotel staff, etc. are considered incidental expenses and are part of the per diem allowance. If a meal is provided by the university or faculty member, a quarter of the days per diem must be deducted per meal.

RENTAL CAR: When in conjunction with air travel, only applicable and reasonable mileage is reimbursed from a rental car receipt, at the current mileage rate. A rental car receipt is only considered for complete reimbursement when it is the only form of travel claimed.

LODGING: In most cases, each department will set up a purchase order for direct payment of necessary lodging. An applicant will be reimbursed in full for lodging incurred at an agency designated hotel when a zero balance, itemized receipt is submitted. However, UCO can only reimburse the allowed state rate of \$ 83.00 per night, plus taxes, at an undesignated lodging site.

PARKING & TOLLS: Toll and parking receipts incurred while traveling to and from Oklahoma are considered a reimbursable item when submitted.

Please include the date of the interview and position department on the reimbursement voucher form available on our website.

ALL TRAVEL REIMBURSEMENT REQUIRES THE SIGNATURE AND A W-9 ON THE STATE TRAVEL REIMBURSEMENT VOUCHER. IN ORDER TO FACILITATE A TIMELY REIMBURSEMENT, THE APPLICANT SHOULD SIGN THE NECESSARY FORMS WHILE ON CAMPUS. AFTER COMPLETION, REIMBURSEMENT DOCUMENTATION SHOULD BE MAILED TO:

The University of Central Oklahoma
100 N. University Drive, Box 159

Office of Academic Affairs
Edmond, Oklahoma 73034