
**INSTRUCTIONS FOR TRAVEL
VOUCHER PREPARATION**

The Excel Travel Voucher forms are formatted so that only the fields highlighted in yellow should have information entered. Only type over formulas if reimbursable amounts are being limited. Only enter amounts into the travel voucher that are being reimbursed to the traveler.

1. Date

Enter the date the travel voucher is being prepared.

2. Requisition No.

Enter a valid T number for this travel voucher. If a travel request was required for the trip, enter the T number from the corresponding travel request. If a travel request was not processed, enter a new T number. Email travel@okstate.edu when a new set of T numbers is needed.

3. Payee Name

Enter the name of the claimant submitting the travel voucher. *Please supply the legal name of the traveler as it appears on legal documents.* For individuals with recent name changes, include both names on the travel voucher.

4. Account

Enter the title/name of the account to be charged.

5. Campus Address

Enter the valid mailing address to which the travel check should be sent. The check may be mailed to an off-campus address if such an address is provided on the voucher. *Be sure to include the plus four zip code.* If the claimant is an employee participating in payroll direct deposit, his or her travel reimbursement may be made to the same account, and a "Notice of Deposit" will be emailed.

6. Oklahoma State University Account Number

Enter the account number information as follows:

COA (chart of accounts) - Enter the appropriate chart code.(1,2,3,4,5,6,7,8,9)

Fund Code. - Enter the appropriate six digit departmental fund code number.

7. Official Duty Station

Enter the physical location of the employee's regular work location - for example, 304 Whitehurst, Stillwater, OK. Employees whose job duties are mobile in nature should consider their home to be their duty station. Non-employees should enter the word "None" or leave blank.

8. Campus Wide ID or Social Security No.

Enter the campus wide ID, if applicable, or social security number of the claimant or payee listed on the travel voucher. Former employees or students with a campus wide ID should use this number instead of a social security number on the face of the voucher. Travelers without a campus wide ID must provide a social security number to ensure the correct person is paid. If the number is inaccurate or does not belong to the employee named in item 3, University Accounting will reject the travel claim.

9. Prepared By/Phone

Enter the name and the phone number of the person who should be contacted in the case the OSU Travel Section has any questions concerning the voucher.

10. Total

This amount will be calculated automatically on the travel voucher.

11. Fiscal Year

Enter the four-digit fiscal year in which the travel occurred. Fiscal years begin July 1st and end June 30th. For example, a travel occurring on August 1st, 2023 would be fiscal year 2024.

12. Account Code

The appropriate Account Codes will be entered automatically if the correct travel voucher form is chosen. For the non-employee voucher, enter 705160 for in-state destinations, 705260 for out of state destinations, and 705360 for out of country destinations. Avoid using the participant account code 709250 on travel reimbursements.

13. Object Code

The appropriate object codes will be entered automatically if the correct travel voucher form is chosen.

14. Amount

The total amount for each account code and object code will be automatically calculated in the Excel sheet.

15. Is Car Government-Owned?

Indicate if the vehicle used was state or federal government-owned. *If a personal car or state- or federally-owned car was used, enter the car tag number.* If mileage is not claimed on a personal car, leave the car tag blank.

16. Is Claimant a State Employee or Official?

Choose YES if the claimant is employed by the state of Oklahoma or NO if the claimant is not employed by the state of Oklahoma. This should already be checked on the form and should not be changed. If this needs changed, the user has likely selected the incorrect travel voucher form.

17. Nature of Official Business

Enter a brief description of the nature of the trip(s). Be brief but specific about the name of the conference(s) attended or the task(s) performed while in official travel status.

18. Assignment

If the employee requesting reimbursement wishes to have the check paid to another individual, the traveler will enter the name of the individual and date and sign the assignment box. *Note:* If the employee does assign the voucher, a check for the full amount of the travel voucher will be sent to the assignee. Prepare a separate travel voucher if only one expense should be assigned to another individual and cross-reference the travel voucher numbers in the supplemental claim section of the travel voucher (See number 36 below).

19. Meeting Dates

Enter the beginning date of the first conference, workshop, or meeting attended. Enter the ending date of the last conference, workshop, or meeting attended. Attach an agenda to provide documentation regarding meeting times. If an agenda does not exist, please write on voucher "No Agenda provided." Provide documentation or a statement if early or late attendance is required.

20. Is Hotel Designated Conference Site? (Documentation required)

Choose Yes or No. If Yes is chosen, the employee must supply an announcement, notice, or flyer from the *conference sponsor* evidencing that fact (for each conference attended). An acceptable document should contain: 1) conference name(s), 2) conference dates and times, and a 3) list of hotels (and associated room rates) in which rooms were blocked off, or rate reductions were granted for the conference(s). If lodging site was designated by OSU, include a signed copy of the Certification of Designated Lodging form.

21. Total Amount \$

This total amount will be calculated automatically in the spreadsheet. This will be the total to be reimbursed. This amount should equal the totals found in #10 and #35.

22. Points Visited

Enter the point(s) where the travel status for each trip began, each point visited, and the point where the travel status ended. Be sure the points visited are in the order they were visited and include any point for which there was lodging expense.

23. Date 20__ Mo. Day

Enter beginning and ending dates for the various phases of the trip(s). Please enter the calendar year of the trip, and not necessarily the fiscal year. For trips with multiple business stops and overnight stays, please attach an addendum form from the [Travel website](#).

24. 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, provide beginning and ending odometer readings to justify the mileage claimed.

Only one mileage printout is required for round-trips. The mileage from the printout may be doubled to cover return mileage instead of printing a second page showing the exact return mileage.

If a traveler leaves from home and goes directly to the business destination or returns to home directly from the duty station on a normal workday, the traveler is limited to the lesser of miles to/from the home or to/from the duty station. On a weekend or holiday, the traveler may claim directly from their home. The same rule applies if a traveler returns directly home instead of their duty station.

Mileage may be entered with a decimal or it may be rounded but only the final total for the voucher should be rounded. For example, a trip of 11.4 miles each way should not be rounded to 11 miles each way. It should be totaled to 22.8 miles and then rounded up to 23.

Mileage in lieu of airfare - If the claimant travels out-of-state by privately-owned vehicle, reimbursement for mileage cannot exceed an economy class airfare quote from a state contracted travel agency plus mileage to and from the airports plus other expenses avoided by driving, such as baggage fees and airport parking. Economy class airfare quotes from a state contracted travel agency must be printed and attached to the voucher. In situations where multiple employees travel together by motor vehicle out-of-state, the economy class airfare quote may be multiplied by the number of travelers who are traveling together in the same vehicle. Similarly trips that originate outside of Oklahoma and have a destination within Oklahoma must also have an economy class airfare quote provided from a state contracted travel agency. When entering mileage on the voucher for out of state trips, enter the full mileage as evidenced by the mileage website. If the airfare comparison quote is lesser than mileage, reduce the mileage amount on the right side of the Excel voucher to match the comparison amount.

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. Full round-trip mileage should be entered into the Mileage fields.

25. No. of Days in travel status

Enter the number of days in travel status for the trip. This information is critical for the evaluation of allowable per diem or meals. The day the traveler starts the trip is considered day one regardless of time of day.

Per diem for in-state and out-of-state trips cannot begin more than 1 day before the first meeting attended, or end more than 1 day after the last meeting attended. Per diem for out-of-country trips, including trips to Alaska, Hawaii and U.S. territories, cannot begin more than 2 days before the first meeting attended, or end more than 2 days after the last meeting attended. Exceptions can be made in extreme circumstances.

Per diem is only reimbursable for periods in which an overnight stay is documented. If no meals are being claimed for this trip, please place "N/C" in this space.

26. Per Diem Rate and Amount

Per diem/Meal rates follow those of the federal government (effective July 1, 2001) and vary by city. See www.gsa.gov in order to look up per diem/meal rates for a particular city or location. The applicable daily rate **must** be entered into the per diem “Rate” column. The total per diem amount is automatically calculated by formulas in the Excel spreadsheet. The calculations follow the federal method of per diem calculation. GSA per diem rate pages should be printed and attached to the travel voucher.

Always enter the correct per diem rate into the Excel travel voucher form. Agreed-upon rates should not be entered.

Per diem for Hawaii, Alaska and other U.S. territories can be found on the [Department of Defense website](#). On this website the Local Meals and Local Incidental rates are separated so the correct per diem rate would be to add the Local Meals and Local Incidental rates together.

Foreign per diem rates are found on the [US Department of State Office of Allowances website](#). Foreign per diem rates can change monthly. When confirming the foreign per diem rate for a travel voucher, be sure to look at the month the trip occurred by changing the date at the top of page.

27. Lodging (Receipt required)

Enter the total lodging expense as evidenced by the lodging bill. The reimbursable lodging amount should include the room rate plus applicable taxes plus mandatory fees. The hotel bill must include the traveler’s name, all itemized daily charges, the name and address of the hotel, the room rate per night, and show a zero balance or else the department should provide other documentation showing that the bill was paid in full. All room service should be removed from the lodging portion of the bill as this is included in per diem. Other expenses such as internet, parking, and telephone should be applied to the appropriate miscellaneous expense type on the travel voucher for reimbursement.

Allowable room rates are limited to the [GSA](#) lodging rate for the business location. If a conference designates a hotel, the traveler is limited to the higher of the GSA lodging rate or the designated hotel rate. If the designated hotel is booked up, the traveler may stay at any other hotel, but allowable lodging is limited to the room rate of the designated hotel as evidenced by the conference documentation. If a conference or meeting takes place inside a hotel and the traveler stays at that same hotel, the allowable room rate is the standard room rate charged by that hotel.

A distance test of 60 miles applies when determining if lodging may be claimed. The traveler’s destination must be a minimum of 60 miles away from the traveler’s duty station to claim lodging reimbursement. Exceptions can be made in certain circumstances.

If a hotel was designated (see item 20 above), attach documentation from the conference sponsor stating the designated hotel and single room rate. A hotel will be considered “designated” if any one of three conditions apply: 1) a block of rooms was reserved at the hotel, 2) a discounted room rate was offered to participants, or 3) the conference took place in the hotel. Preferred or recommended hotels do NOT qualify as a designated hotel. The traveler may choose to stay at any hotel but the reimbursable room rate cannot exceed the room rate designated by the conference. Any additional local transportation expense incurred due to optional lodging may be reimbursed but cannot exceed the amount of the cost savings from the optional lodging.

If OSU is a clear sponsor of the purpose of business, then the sponsoring department may designate their own hotel. On the OSU [Travel website](#), a form called the “Designated Lodging Form” must be filled out and signed by the department prior to the trip.

An Airbnb follows the same requirements as other hotels. However, Airbnbs charge cleaning fees and service fees. When determining if the Airbnb is under the allowable room rate, the daily room rate must be added to the daily cleaning fee and service fee, then it should be compared to the designated room rate or GSA lodging rate for the location.

If the claimant shared a room with another employee or conference participant, each traveler is allowed up to the greater of the GSA lodging rate for the location or the designated hotel rate. Therefore, each traveler may claim up to one-half of the lodging amount. If one claimant paid the entire lodging bill, that claimant may claim the entire amount but the travel voucher for each person should reference how lodging was paid.

In cases of emergency, such as inclement weather or flight delays, exceptions may be made to lodging policies allowing full reimbursement. Comments should be added explaining these extenuating circumstances.

Lodging taxes are reimbursable if paid personally by the traveler. Lodging taxes should be removed if paying the hotel directly by Pcard or hotel direct bill assignment.

If lodging is paid by OSU Purchasing Card, check the box under the lodging total amount for "Agency Direct Purchase of Lodging by Authorized OSU Purchasing Card."

Note: If no lodging is being claimed for this trip, please place "N/C" in this space.

28. Total Per Diem/Lodging

This total will be automatically calculated on the travel voucher.

29. Total Mileage

The total mileage will be automatically calculated in the spreadsheet and will be calculated using the current mileage rate set by the State of Oklahoma. Allowable mileage rates by OMES can be found [here](#).

Note: If no mileage is being claimed, place "N/C" in this space.

30. Mode of Public Transportation & Amount Claimed

Commercial air travel reimbursement - Purchases of commercial airline tickets must be made through state contracted travel agencies unless specific special circumstances exist. If OSU prepaid for the airline ticket by direct bill, please check the box in the space for Agency Direct Purchase. If the airline was prepaid by OSU purchasing card, please check the box in the space for "Authorized Use of OSU Purchasing Card for Airfare." For authorization to use the OSU Purchasing Card, contact Pcard Administration.

The Total Public Transportation Amount should only include reimbursable airfare charges to the traveler. This may also include mandatory seating fees or flight changes. Seating fees are only reimbursable if it is mandatory to board the flight. A comment should be added to the voucher stating this fact.

For domestic flights, economy airfare is allowed. For international flights, travelers may fly up to business class.

Generally non-employee travelers are not limited to an airfare quote from a state contracted travel agency as long as they fly the appropriate class of travel.

Travel by a privately-owned or chartered airplane – Use of a privately-owned or chartered plane for out-of-state travel is limited to the economy class airfare quote from a state contracted travel agency. Use of a privately-owned or chartered plane for in-state travel is limited to mileage.

Flight changes are only allowed for business purposes or emergency situations. The reason must be documented on the travel voucher.

31. Itemized Local Transportation Costs

Taxi/Uber/Lyft, Limousine, City Bus, Airport Shuttle, etc. - Enter the total for each expense category. Receipts are not required for single expenses under \$25. In-state taxi/Uber/Lyft, and shuttle expenses are allowed as long as the need is documented on the travel voucher.

Local Car Rental (receipt required) - Attach a copy of the rental car receipt showing the miles driven. Every travel voucher requesting rental car reimbursement must provide a justification as to the need for the rental car and a breakdown of how many miles on the rental car were business and how many miles were personal. Rental car reimbursement is limited to the percentage of business miles on the rental car. This information can be added as a comment on the voucher or a Rental Car Justification form from the [Travel website](#) may be attached. **Note:** Any reimbursement for gasoline should be itemized in the Itemized Miscellaneous Costs section and must be prorated for the percentage of business miles on the rental car.

Reimbursement for rental car within the state of Oklahoma is limited to mileage at the rate set by the State of Oklahoma. Exceptions can be made in cases of emergency or when a cost savings can be exhibited.

Transportation to obtain meals is not an allowable expense unless there are no nearby restaurants to eat. If this is the case, a comment should be added to the voucher stating this.

Tips for local transportation cannot exceed 20% of the fare (fare plus fees for Uber/Lyft).

Rental cars may be obtained by calling the Motor Pool department. Motor Pool can reserve Enterprise rental cars for OSU business travelers and charge departments directly by campus vendor invoice.

32. Itemized Miscellaneous Costs

Registration fee (receipt required) - Registration fees for state employees and authorized officials attending workshops, conferences, meetings, etc. may be reimbursed based upon the submission of a receipt for the fees.

Note: The receipt must: 1) include the name of the conference, 2) show the amount paid and itemized charges, and 3) show a balance of -0- (or be stamped "Paid").

Registration fees when meals are included – Each breakfast, lunch, and dinner provided by the conference must be claimed as a per diem deduction when the conference charges a registration fee. Enter the total number of Breakfasts, Lunches, and Dinners provided in the boxes on the voucher. Exceptions will apply where special circumstances prevented the employee 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, conflicting meetings, etc. Exceptions would not include the employee merely choosing not to attend the function. **Note:** Continental breakfasts must be considered meals for the purpose of reducing per diem. Meals provided by a hotel are not required to be deducted from per diem.

If a conference charges a registration fee and the cost of the meal is known, the exact amount must be deducted from per diem instead of just claiming one meal.

Telephone/Internet/WiFi - Reimbursement for business-related communication charges incurred during travel must be business-related and justified as to their necessity. Personal phone calls will not be reimbursed. Internet and WiFi are reimbursable as long as there is a business need.

Parking - Parking fees must be itemized (i.e. enter the total parking expense on the appropriate line on the travel claim). Parking expenses should be prorated to remove personal days outside the 24 hour rule for in-state or out-of-state travel or the 48 hour rule for international travel.

Turnpike Tolls - Turnpike toll fees must be itemized (i.e. enter the total turnpike toll expense on the appropriate line on the travel voucher).

Registration is an allowable expense, however, individual membership fees are generally not allowable. If the cost of a member registration plus membership fee is less than the cost of a non-member registration fee, then we can reimburse the membership. Institutional memberships belonging to OSU are allowable.

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 the traveler's duty station, tapes, books, and other materials from a conference or workshop, gasoline for a state-owned vehicle, and laundry in some situations, passport or visa fees, currency conversion fees, or required inoculations for international travel. Purchases for miscellaneous supplies prior to entering travel status are unallowable. These purchases must be made via Pcard or OK Corral.

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.

Gasoline for rental cars should be listed in the Itemized Miscellaneous Costs section and must be prorated for the percentage of business miles on the rental car.

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.

Please add necessary explanations for any unusual circumstances.

33. Total Misc.

This total will be automatically calculated in the spreadsheet.

34. Total Local Transp.

This total will be automatically calculated in the spreadsheet.

35. Total Amount Claimed

This total will be automatically calculated in the spreadsheet.

36. Supplemental Claim

If the voucher is the second or subsequent voucher for the same trip, please supply copies of all other vouchers pertaining to the same trip and list other T numbers in the space provided. This should also be used in cases of assignments.

37. Affidavit

Claimant's Signature/Date - The employee **must** sign and date the voucher here. Faxed, scanned and electronic signatures are acceptable. Electronic signatures must not appear as a typed name. A time and date stamp for the signature is necessary for electronic signatures. Departments may not sign on behalf of the traveler unless they provide proof of power of attorney.

38. Approvals

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. Each department, school, or college may have other approval policies not covered in this manual. In-state travel requires at least one approval signature other than the traveler. Out-of-state and out-of-country travel requires at least two approval signatures other than the traveler.

39. Initials Indicating Review

Travel vouchers being charged to a grant account must be approved by Grants & Contracts Financial Administration. After the Grants and Contracts Financial Administrator has reviewed the travel voucher, they should sign or initial the voucher at the bottom and return the travel voucher to University Accounting.

