

MLLL

Travel Reimbursement Procedures

General information

Given the large number of MLLL faculty and instructors, it is necessary at this point to explain necessary procedures and to underscore the importance of following them carefully. With the aim of expediting the reimbursement process, we also remind you that it is the responsibility of the individual requesting reimbursement to provide complete, correct information. Given the many responsibilities of our front office staff members, it is impossible for them to devote excessive time to correct incomplete or erroneous paperwork submitted by faculty. We ask therefore for your cooperation and understanding in this process.

Information included in this document is meant to supplement the general information provided by the University of Oklahoma Financial Support Services (FSS). Everyone is urged to review institutional guidelines available at: <http://www.ou.edu/controller/fss/procedures/travel.html>

1) BEFORE TRAVELING

Travel Pre-Authorization Request: For all out-of-state travel—even if university funding is not used—**all instructional staff must complete and submit to the Chair** the Travel Pre-Authorization Request provided by the CAS. Furnishing the Chair with contact information during absences is absolutely necessary in case of emergencies. The form is available in hard copy in the front office and in PDF format on the MLLL website under “Funding”:
http://modlang.ou.edu/faculty_funding.php

Please note that no reimbursement can be made if a Travel Pre-Authorization Request is not made before travel.

B) Making Travel Plans: Plans for travel must be coordinated through MLLL front office staff.

2) WHILE TRAVELING

In order to be reimbursed for approved expenses, **original receipts** must be provided for all claims. Please collect these carefully during the trip.

Reimbursement may be claimed for the following expenses:

- 1) **Travel:** Air fare, train, bus, car, etc.
- 2) **Meals:** (See below)
- 3) **Lodging:** (See below)
- 4) **Communications:** Business-related telephone or fax charges.

- 5) **Registration fees**
- 6) **Parking and toll road fees**
- 7) **Airport shuttle, taxis, public transportation**

Travel by car: For in-state travel, reimbursement for a privately owned car is limited to the current rate. Mileage may be obtained from the FSS website:

<http://www.okladot.state.ok.us/hqdiv/p-r-div/howfar/okmile.htm>

Vehicle rental is not reimbursable for in-state travel. For out-of-state vehicle rental, a justification must be submitted; please see FSS information for more detail.

Meals and Lodging:

Note that FSS states that “reimbursement for meals and lodging shall not begin more than 24 hours before or continue more than 24 hours after the objective of the trip, such as the meeting, workshop, conference, etc.” There are some exceptions to this rule; see the FSS website for details.

Please note that the hotel receipt must show a **zero balance** or payment to credit card. Keep in mind that many express check-out systems do not provide this document immediately.

Reimbursement of **per diem expenses** is based on the provisions set forth by the IRS. For more information: www.gsa.gov/perdiem

Reimbursement cannot be provided for gas, oil, and repairs to privately owned vehicles or for personal services. Only “essential and necessary” activities directly related to the general purpose of the conference, meeting, seminar, etc. will be reimbursed. Please note that OU FSS guidelines outline requests for reasonable reimbursement in some detail.

3) AFTER TRAVELING

In order to receive reimbursements quickly, it is important to provide MLLL front office staff with the following materials as soon as possible after completing the travel (by a **maximum of 30 days** after your return):

- 1) **MLLL Travel Reimbursement Cover Sheet:** in order to avoid confusion and to alleviate delay, faculty making requests for reimbursement **must** submit with the receipts an **internal Travel Reimbursement Cover Sheet** to explain the nature of the receipts submitted. This aids the front office staff immensely in speeding up the reimbursement process. The MLLL Travel Reimbursement Cover Sheet is available in the front office and in PDF format on the MLLL website under “Funding”:
<http://modlang.ou.edu/Documents/Travel%20Reimbursement%20Cover%20Sheet.pdf>
- 2) All **original receipts** for costs incurred during the trip. According to regulations of the OU Financial Support Services office, these receipts must be **organized and taped, on all four edges, to 8 ½” x 11” sheets of blank paper.** Please do not turn in loose,

unreadable, or photocopied receipts. It is the responsibility of the traveler to prepare the receipts according to these directions.

- 3) Please note that all costs for which the traveler is requesting reimbursement must be listed **in U.S. dollars**. **Any conversion required on receipts is the responsibility of the traveler.**
- 4) Once the material is submitted, the front office staff will complete a “State of Oklahoma Travel Voucher” form as quickly as possible. We ask that you please be patient as the staff works to process your request. Every effort will be made to complete the paperwork within three business days. The office staff will then contact you for your signature and the form will be processed by FSS. The reimbursement check will then be sent directly to you. Requests are generally processed by FSS within two to three weeks.

Compliance with these guidelines will help enormously in the processing of requests. We thank you for your understanding and cooperation.