Travel Guidelines for MLLL

Before you go:
- Complete MLLL travel pre-authorization form
- Forward verification(s) of funding source to Camille (cdkrebiel@ou.edu)
  - Check with Terri (tperez@ou.edu) to verify yearly travel allowance from MLLL.
  - You may be eligible to apply for the *Travel Assistance Program (TAP).
  - You may be eligible to apply for *Funding Assistance Program (FAP).
  - If staff, you may be eligible to apply for support funding from *PACAA, *Staff Professional Development Fund, etc.

Travel Arrangements:
- Registration
- Hotel reservation
- Airline reservation
  - Option A: Contact Camille to have a flight booked through Journey House. The department pays upfront, but the flight may be more expensive. **Funding source(s) must be approved before flight can be booked.**
  - Option B: Get at least 2 quotes for flights (one from Journey House) and book the cheapest yourself. You will pay for flight and be reimbursed. Save quotes and receipt for flight.
- OU vehicle reservation or rental car (rental car requires pre-approval, and is not recommended by OU)

On your way out:
  - If you won’t be checking email, activate Outlook’s “out-of-office” message.
  - If you won’t be checking work phone messages, record an “extended absence greeting.”
  - Note the time you leave and return to your home. Per diem is calculated from your doorstep, not the flight times.

While you’re gone:
Keep receipts to turn in for reimbursement.
- Keep a complete copy of the event program to submit with your travel claim.
- Hotel receipt must show a 0 balance to prove payment. At some hotels you must request this on your way out. If sharing a room with another OU employee, ask the hotel when you check in if they can provide separate bills.
- Shuttle and taxi trips over $25 require a receipt. If you have multiple trips under $25 you must keep a log with dates and amounts. Include tip on receipt if applicable.

Meals: If at a conference, keep track of meals provided (included in registration fees) as they will be deducted from your per diem. You cannot choose to skip a provided meal and claim the per diem. However, you do not have to count a continental breakfast or reception with food as a meal. On-your-own meal receipts are not required, because per diem is a fixed rate.

Special meals, such as those where you meet with donors, must be reimbursed through Crimson Corner with a Food and Beverage Form. **KEEP RECEIPTS FOR SPECIAL MEALS.** These meals will be deducted from your per diem in the same way a conference meal is deducted. A separate request must be filled out for these reimbursements.
When you return Checklist:

- Tape all receipts onto 8½” x 11” paper. Please secure the full length of all 4 sides of receipts. Secure all corners with tape!
- Convert any foreign currency into US dollars [http://www.oanda.com/currency/convert/].
- Complete the MLLL Travel Reimbursement Cover Sheet [http://mlll.publishpath.com/faculty-staff-support] and attach receipts. Complete all fields on the form, including license plate number of OU or personal vehicle if claiming mileage.
- If you are not claiming all typical expense categories (airfare, lodging, and per diem) please attach explanation.
- Attach printout of GSA per diem rate [http://gsa.gov/portal/content/104877].
- Attach copy of conference brochure/event program showing agenda, registration and refund policies, meals provided, list of designated conference hotels, etc.
- Attach copy of airline itinerary with dates/times and fare amount. Note any changes in itinerary due to flight delays or cancellations.
- Attach printout of financial sources (may be an email from CAS, Terri, or the Foundation)

Submit your packet to Camille in KH 203. **Reimbursement packet must be submitted within 30 days of the final day of travel.**

After you submit your packet:
Camille will complete your Travel Claim within a week, and email you to review and sign. When you have signed, it will be submitted for Nancy’s signature, and forwarded to Financial Services. If Financial Services has questions, you will receive an email asking for more information. You should receive payment 2-3 weeks after the packet is submitted to Financial Services, depending on how busy they are.

Useful Links:
MLLL Forms:
[http://mlll.publishpath.com/faculty-staff-support]

Per diem rates (U.S.) (verify calendar year):
[http://www.gsa.gov/perdiem]

Per diem rates (foreign):
[http://aoprals.state.gov/web920/per_diem.asp]

Oklahoma mileage chart (22 miles from Norman to Will Rogers World Airport):
[http://www.okladot.state.ok.us/hqdiv/p-r-div/howfar/okmile.htm]

Rand McNally – This is the site FS requires us to use for mileage and mapping:
[http://maps.randmcnally.com]

OU Financial Support Services – university travel policies
[http://www.ou.edu/controller/fss/procedures/travel.html]

*Always check with the department from which a form originates to confirm deadlines and policies regarding application or submission.