

Helpful Travel Notes

Modern Languages, Literatures, and Linguistics

NOTES:

- FCm Travel Solutions is the only contracted agency for the University of Oklahoma. Booking fees through FCm: \$9 for reservations in Concur or \$25 for reservations booked over the phone with FCm travel agent.
 - Website www.travel.ou.edu
 - FCm Travel Office 713-300-1640
- Anytime an airfare is purchased online or from an airline (both are considered as a non-contracted agency), an airfare comparison from FCm must be attached. Get a comparison at the same time you book your travel. The airfare quote must be the same flight dates and times as what you are booking from a non-contracted agency. Simply take a screen shot of lowest airfare if booked in Concur and save it as a PDF to be attached during the preparation of the Concur Expense Report. Failure to provide an airfare comparison may result in reimbursement less than the original fare paid.
- If a personal vehicle was used to travel out of state, an airfare quote must also be obtained from FCm.
 - Example: Round trip mileage from Norman to Dallas is 374 miles. The University will reimburse POV miles at .47 per mile, or \$175.78. If roundtrip airfare is less than POV mileage, the amount to be reimbursed will be the lesser of the two amounts.
- FOR PREPAYMENT OF CONFERENCE REGISTRATION on OU Travel Card: Three criteria must be met to pay in advance for registration.
 - Registration must be 100% refundable if the conference cancels the events
 - Registration must be transferable to another employee should the cardholder not be able to attend
 - There must be a savings for paying early or the advanced payment must be mandated

If the criteria above are not met, you may use your own payment method and request to be reimbursed after the event. You will need to submit a receipt for registration.

- The University of Oklahoma is not allowed to pay for individual memberships. If membership is combined with the cost of conference registration there must be something attached to the report that shows that the cost of the membership + the member registration was less than or equal to the cost of the non-member registration.
- You can use your travel card for expenses up to the amount of University/Departmental funding you have confirmed. For example, if you have confirmed \$1,500, you can use your travel card up to that amount. Any expenses beyond that amount, you must pay

for out of pocket. If you overspend on your travel card, the amount will be deducted from your payroll.

- While you are travelling for business, you may put meals and transportation expenses on your travel card. Per Diem will be calculated according to the University guidelines.
- RECEIPTS are required for all expenses that are \$25 or more. If the transactions are on the travel card, receipts are only required for: Airfare, Hotel/Lodging, Registration, Rental Car and Miscellaneous. If a required receipt was lost, the traveler must add a "Missing Receipt Affidavit" to the Expense Report.
- Tips on transportation cannot exceed 15%. If over, the amount will be adjusted on the Expense Report as a personal expense.
- For domestic trips, Per Diem cannot be reimbursed for more than 24 hours before or after the events take place. International trips cannot be reimbursed for more than 48 hours before or after the events take place.