Travel Request Process

Standard Operating Procedure

1. General Statement of Purpose
   1.1. The purpose of this document is to outline the process of how an employee requests and receives reimbursement for travel expenses.

2. Scope
   2.1. This document applies to all OMES IS employees who travel as part of their job.

3. Discipline
   3.1. Administrative Standards

4. Terms and Definitions
   4.1. Purchase Card (P-Card) – A form of credit card issued to designated state employees. The P-Card is used by the cardholder to make purchases of most types of goods and services necessary for official use of the state.

5. Instructions

Travel Request

5.1. An OMES IS employee requesting travel can access the OMES Travel Request Form at the following location: J: Drive < Function < ALL ISD < Forms or on the Process Library Website: http://eclipse.omes.ok.gov/ under the ISD Operating Standards Discipline in the Forms Folder.

5.2. The employee fills out the OMES Travel Request Form and gives it to their Supervisor/department head for approval. A scanned copy of the signed Travel Request Form must be forwarded to their designated Administrative Support Staff.

5.2.1. The form must be signed by the direct Supervisor/department head and the division head. All out-of-state travel must be approved by the Director of OMES.

5.2.2. For travel within Oklahoma, or for travel out-of-state via automobile, the Trip Optimizer must be used to determine the lowest travel cost. The Trip Optimizer is located at: https://www.ok.gov/dcs/calculator/index.php

5.2.3. If airfare is needed, an estimate must be obtained by going to the following website: www.concursolutions.com. The Administrative Support Staff or the employee can obtain this estimate. The following information is needed to obtain an estimate:
   - Date and approximate time the employee will need to travel to their destination.
   - Date and approximate time the employee will need to return.
   - Name as it appears on the employee’s driver’s license.
This document is the standard operating procedure for the travel request process.

- Employee’s date of birth.
- Employee’s cell phone number.
- Any special items the Travel Agency will need to be aware of while booking the flight.

5.2.4. If airfare was requested, the Administrative Support Staff books the flight.

5.3. If overnight reservations are required, the reservations must be made at a hotel that accepts state rates or is the designated hotel for a training or conference. The Administrative Support Staff or the employee can make the reservations, but if the employee makes the reservations, the hotel confirmation must be forwarded to the Administrative Support Staff.

5.3.1. The employee will only be approved for lodging if their trip is 60 map miles (one-way) or more, per the OMES Statewide Accounting Manual.

5.3.2. The state of Oklahoma utilizes the GSA Standard Per Diem and Lodging rates for each state. Refer to the GSA website at: www.gsa.gov then go to the Per Diem Rates link.

5.3.3. If using a designated hotel, the employee must include a copy of the documentation indicating the hotel is the designated hotel with their travel request.

5.4. The Administrative Support Staff contacts the hotel to obtain a credit card authorization form. The completed authorization form is sent to the hotel so the hotel bill can be charged to the Administrative Support Staff’s P-Card. If the hotel is in the state of Oklahoma, a tax-exempt form is sent to the hotel along with the completed credit card authorization form.

**Travel Reimbursement**

5.5. After the employee returns from their trip, they must submit their Travel Claim Form (also located at J: Drive < Function < ALL ISD < Forms, under the name “Travel reimb claim” or on the ISD Process Library website), along with the agenda or itinerary and receipts for lodging, local transportation, etc. to the Administrative Support Staff.

5.5.1. The date and time the employee left home/office and returned to home/office needs to be included with the receipts, etc. If the employee is claiming mileage, their vehicle license tag number must also be listed along with a Google Map printout (text only) showing mileage.

5.5.2. The Per Diem Table to be used for calculating the total Per Diem payable, is located at: J: Drive < Function < ALL ISD < Per Diem Table.XLS

5.6. The Administrative Support Staff assures the claim is complete and correct. Then they send the claims to the employee’s director for signatures. After the director signs the claim, it is sent to the Chief Operating and Accountability Officer (COAO) for approval. When the Administrative Support Staff receives the approved Travel Claim, the claim is scanned and saved before sending to AccountsPayable@omes.ok.gov for reimbursement.
5.7. The employee is reimbursed by direct deposit.

6. Roles and Responsibilities

6.1. Administrative Support Staff – Receives the Travel Request Form and assures it is accurate and approved before booking the airfare and/or hotel. After the employee’s trip, the Administrative Support Staff assures the employee’s Travel Claim Form is complete and accurate, attain the correct signatures, and send the claim to AccountsPayable@omes.ok.gov for reimbursement.

6.2. Accounts Payable – Receives the Travel Claim Form and all of the required documentation from the Administrative Support Staff. The Accounts Payable Staff then processes the claim for payment.

7. Limitation or Implementation Notes

7.1. Per Diem Rates and Mileage Reimbursement Rates can be found at: www.gsa.gov

8. References

8.1. Both the OMES Travel Request Form and the Travel Claim Form are located at the following locations: J: Drive < Function < ALL ISD < Forms or http://eclipse.omes.ok.gov/ under Disciplines < ISD Operating Standards < Forms.

8.2. Trip Optimizer - https://www.ok.gov/dcs/calculator/index.php

8.3. Per Diem Table - J: Drive < Function < ALL ISD < Per Diem Table.XLS

8.4. OMES Statewide Account Manual -
http://www.ok.gov/OSF/Comptroller/Statewide_Accounting_Manual/

8.5. Airfare booking – www.concursolutions.com