



# How to Travel on University Business

## Checklist for In-State Travel

### BEFORE THE TRIP:

#### Obtain prior approval...

Obtain prior verbal and or written approval from your Supervisor, and Financial manager to authorize the In-State travel. The travel office does not require any documents before the travel.

#### Register for the event...

Register for the event, (i.e. conference, training workshop, seminar etc.)

UCO Direct Pay requires an online requisition: see [Advance \(Pre\) Payment of Registration and Fees Policies](#).

Personal Payment: personal check and or credit card to be reimbursed upon completion of travel.

#### Lodging: (if required)

UCO Direct Pay requires an Online requisition for hotel.

(UCO purchasing department will determine form of payment.)

Personal Payment: to be reimbursed upon completion of travel.

Please see GSA [here](#) to determine lodging rates for your trip.

Designated hotels are paid in full with when designated lodging documentation from the conference or venue is provided. See [State Lodging Rate Policy](#).

#### Rental Car...

UCO Direct Pay requires an online requisition: see [Vehicle Rental Procedures](#). Enterprise Rental is the state vendor for rental vehicles. See state policy on travel reimbursement for vehicles not rented through the university by clicking [here](#).

Personal Vehicle: [Mileage at the current rate](#), will be reimbursed upon completion of the travel. See the [State of Oklahoma Mileage chart](#) for all map miles.



## **AFTER THE TRIP:**

Complete the State of [Oklahoma Travel Reimbursement Voucher](#)

### **Contact & Travel Information**

Registration/ Transportation

[Per Diem](#) (if applicable, must be in overnight travel status)

Other Expenses

### **Obtain Signature(s)**

Obtain Financial Manager's signature and organizational account number

State the specified amount of funds for the travel.

Deliver completed form, paid receipts, and agenda to the UCO Travel Office, Administration Building, room 109, or send in campus mail to Box 161, attention Mark Buntyn, or Dana Stout

Checks are mailed to current active payroll address on Banner.

Please allow 14 business days for reimbursement.