

## UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

NAME OF TRAVELER: \_\_\_\_\_

DATES & DESTINATION OF TRAVEL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

### **OUT-OF-STATE TRAVEL PRE-AUTHORIZATION:**

I certify that I am the appropriate supervisor with budgetary authority for the above traveler and that this travel is for official business and is authorized.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

### **PRE-TRAVEL CHECKLIST:**

1. I am staying at a hotel designated by (not only suggested by) the sponsor of the event?
  - a. \_\_\_\_\_ Yes
  - b. \_\_\_\_\_ No. (Please check FedRooms.com for a hotel that is within the GSA rate. For GSA rates, see the [Per Diem Rates](#) link on the [Accounts Payable Forms & Tools](#) page. If lodging is more than the Federal rate for the city in which you are visiting, but is necessary for you to stay, you will need to complete an Agency Sponsored Designated Lodging Notice and submit it for pre-approval to Oklahoma City, Financial Services fax 405-271-2367. Please note, in order to receive approval, you must meet one of the requirements listed on the form. Otherwise, you will not receive approval for designation and will be limited to GSA rate.)
2. I have checked my food and incidental per diem for the city/county in which I am lodging to know what amount I will be reimbursed when I return?
  - a. \_\_\_\_\_ Yes
  - b. \_\_\_\_\_ No. (You can check the GSA rate from the [Per Diem Rates](#) link on the [Accounts Payable Forms & Tools](#) page. Locate the city in which you are lodging. If city is not found, click on the NACO link to locate the county information. If neither found, you receive the standard CONUS rate in the gray box at the top of the page.)
3. I have made air travel arrangements through an OUHSC contracted travel agent?
  - a. \_\_\_\_\_ Yes
  - b. \_\_\_\_\_ No. (You will need a comparison quote from an OUHSC contracted travel agent. Reimbursement is allowed for mileage/airfare up to the amount of the contracted airfare quote and/or amount incurred, whichever is less.)