

### Purpose of form

Form 10AD006E (ADM-6) is used by employees of OKDHS and non-employees who are providing some service for OKDHS, such as foster parents, volunteers, or outside consultants, and for client reimbursement of travel, meals, and lodging expense in relation to all medical services.

### Instructions

Prepare an original plus two copies. See Routing.

A travel claim may be filed for a maximum of 31 days of travel status; however, it may not cover more than one fiscal or calendar year. Employees do not file travel claims for less than \$25.00. If an employee's travel cost is less than \$25.00 over a three-month period, a claim for the lesser amount may be filed on a quarterly basis.

A claim for out-of-state travel may include more than one out-of-state trip, so long as all trips listed on the claim were made in the same calendar month.

A completed Form 23AD001E (ADM-1-B) signed by the travel coordinator is required for each out-of-state trip and must be attached to claim form.

If more than one page is required for a single claim, sub-totals for each section and the total amount claimed are shown only on the final page and all pages are stapled together. Information on the top portion of the form is repeated on the additional pages. The lower portion of all preceding pages are cut off immediately above the words Claimant signature. The signature of the claimant appears only on the final page.

**Top portion of the form.** The person claiming reimbursement completes the following items:

**Name.** Enter name of person claiming reimbursement.

**Social Security number.** Enter the Social Security number of the claimant as it appears on his or her social security card. If this is the first time a claim has been filed, include a copy of Social Security card.

**County of residence.** Enter the county of the OKDHS office to which an employee or non-employee is assigned. Foster parents use county where foster child is assigned.

**Nature of official business.** To be completed by both employees and non-employees. If the claim is for the reimbursement of employee expenses, completely describe the purpose of the requested reimbursed expenditures.

If a client is filing a claim involving expenses in connection with determination of eligibility, the nature of official business is shown as "determination of eligibility for (specify)." If a client is filing a claim involving expenses in connect with medical treatment, the nature of official business is shown as "obtaining medical services."

When travel is performed by a volunteer for services furnished a client the nature of official business is shown as "Volunteer Services." Specify the volunteer services provided.

When a non-employee is filing the claim, follow the same instructions as for an employee. If transporting a client, enter the client's name and case number in the nature of the official business portion of the claim with points of travel.

**Are you a state employee?** Check yes or no.

**If non-employee, give address with zip code plus 4.** Mailing address with zip code plus 4 of claimant must be supplied.

**Is car state owned?** Check yes or no.

**Vehicle tag number.** Enter the tag number of the vehicle used by claimant.

**Did you stay at a state lodge?** Check yes or no.

**Phone number with area code.** Phone number and area code of claimant.

**Were Airline tickets purchased by OKDHS? (Complete only if travel was out-of-state.)** Check yes or no.

**Did you drive out-of-state?** Check yes or no. If yes, attach comparison.

**Year of travel.** To be completed by both employees and non-employees. Put the year the travel was incurred.

**Beginning, intermediary, and ending points of travel.** To be completed by both employees and non-employees. For travel between towns, enter the name of the town where travel began, any towns where official business was transacted, and the town where travel status ended on that day. Examples are Enid to Ada; Enid to Ryan to Waukomis to Enid; Enid to Washington D.C. Immediately below last entry, enter names of all employees riding in claimant's car to in-state and out-of-state meetings.

Claimants attending previously arranged meetings that occur at a designated hotel/motel or other lodging place (either in-state or out-of-state), must submit the following documentation:

1. an agenda or itinerary of the meeting, conference, or workshop issued by the sponsor that identifies the designated hotel/motel or other lodging place. If overnight lodging is authorized at an Oklahoma state lodge list, the name and the address location of the lodge. State lodge expenses are billed directly to the OKDHS Finance Division; and
2. receipts issued by the designated hotel/motel or a less expensive hotel/motel where lodging was obtained that clearly identifies actual lodging costs.

If travel on a single day involved a round trip, enter the town from which it began, the other towns where business was transacted and the words, "and return." An example is Enid to Oklahoma City to Ada and return. Also, enter the year, month, day, and map and/or vicinity mileage.

When the travel involves vicinity driving only around the town of the official duty station, enter the name of this town and vicinity. An example is Enid vicinity.

If an employee travels on official business without personally incurring any mileage expenses, the point of departure and the point of destination must be entered, followed

by the statement, "no mileage claimed." For example, the individual rides to an OKDHS meeting with another employee and is claiming per diem but no mileage.

**Month and day.** To be completed by both employees and non-employees. If the travel status involves only one day, that date is entered in this column. If the travel status involves more than one date, each day of travel status is listed on a separate line. This is necessary because lodging must be listed for each individual date it is claimed.

**Map miles and vicinity miles.** To be completed by both employees and non-employees. A separate mileage entry is made for any driving done in connection with each item that is listed in the column "Beginning, intermediary, and ending points of travel." When travel is from town-to-town, enter the mileage in the Map miles column. The Oklahoma Map Mileage Inquiry option located on the Finance Division's home webpage on the Info-net calculates the map mileage from town-to-town. When mileage is incurred during local driving, enter mileage in the Vicinity miles column. Vicinity miles are determined by taking the odometer reading at the start and end of official business and, if applicable, deducting the map mileage. Map and vicinity mileage must be entered separately.

**Travel began and time travel ended.** To be completed by both employees and non-employees. If the time in travel status is less than overnight, no entries are made in these columns. Entries must be made in both the travel began and travel ended columns for each period the employee or non-employee was in overnight travel status. The entries in these columns are for computation of the per diem amount that can be claimed. Entries in both the travel began and the travel ended columns must indicate A.M. or P.M.

**No. of days and No. of hours.** To be completed by both employees and non-employees. If the time in travel status is less than overnight, no entries are made in these columns. If the time in travel status is more than 24 hours, the number of 24-hour days is entered in the No. of days column on the appropriate line to match the entry for when travel status ended and the extra hours are entered into the No. of hours column on the same line.

**Per diem amount.** To be completed by both employees and non-employees. Entries in this column are based on the entries in the No. of days and No. of hours columns. The reimbursement is computed based on the applicable rates for in-state and out-of-state per diem shown in OAC 340:2-11-121. If travel status involves more than one 24-hour day, the per diem entry is placed on the same line as the No. of days and No. of hours entry.

**Lodging amount.** To be completed by both employees and non-employees. Enter the expense of lodging paid, not to exceed the daily rates for in-state and out-of-state lodging as shown in OAC 340:2-11-119(d). The lodging entry for each day is entered on the same line as that day's entry in the Month and Day columns. Lodging receipts must be attached to Form 10AD006E.

1. If more than one claimant occupies the same room, the single room rate must be stated on the receipt issued by the hotel/motel or other lodging establishment.

2. If overnight lodging is claimed, but a receipt is not available, the claimant may be reimbursed in the amount of \$10.00. This \$10.00 reimbursement is claimed in the Per diem amount column and is in addition to the normal per diem amount.
3. If overnight lodging was at an Oklahoma state lodge and billed directly, \$0 is shown in this column.

**I, [Print].** Print claimant name.

**Claimant signature.** Claim must be signed by person requesting reimbursement.

**Date.** Enter the date Claimant signature was placed on the form.

**Mode of public transportation.** To be completed by both employees and non-employees. When travel by public transportation, common carrier, is included on the form, enter the date travel status began, the type of public transportation, the point at which travel began, the destination, the point at which travel ended, and the cost. A receipt must be attached to the claim form. In no instance does the reimbursed cost of travel by a public carrier exceed coach class fare. Enter the total cost of all public transportation listed on this form in the space Mode of public transportation.

**Itemized local transportation.** Local transportation expenses refer to the usual transportation charges for business travel in and around the local area of the point(s) of travel by normal transit conveyances. Examples are taxicabs and airport shuttles.

**Itemized miscellaneous costs.** For claims of employees and non-employees, enter any miscellaneous cost connected with travel that are reimbursable. A claim for registration fees for attending authorized meetings must be supported by a receipt. Enter the total amount claimed for miscellaneous items listed on this form in the Miscellaneous space in the Totals section of the form.

In all instances where an employee or non-employee transports a child by automobile and pays for meals for the child, the reimbursable amount for the child's expenses is entered under Itemized miscellaneous costs and the claimant's reimbursable expenses are entered in the regular manner. A receipt for the child's meal is attached to the claim and the child's case number noted on the receipt.

**Totals.** To be completed by both employees and non-employees. Enter the Total map, Total vicinity, Combined mileage rate and total claimed for mileage, the Per diem, Lodging, Public transportation, Local transportation and Miscellaneous totals in the Totals area of the form. Enter Total amount claimed of all the sub-totals on the form.

**Authorized approval signature and Authorized approval (print name).** Each division must establish appropriate approval lines of authority. The person administratively responsible carefully examines the completed claim and indicates approval by signing in the appropriate field. The printed name is used to clearly identify the approving individual.

**Date.** Enter the date Authorized approval signature was placed on the form.

**Finance account and finance location.** This is the funding information used in payment of the travel claim. For non-employee travel, this is based on the location of the client's main case.

## Routing

**Routing of employee and foster parent claims.** The original only is sent to the OKDHS Finance Division. A copy is retained by the approving authority and the claimant. After the form and supporting documentation are audited, the OKDHS Finance Division enters an approved amount and transmits the claim to the Office of State Finance. A warrant is generated and sent to claimant.

**Routing of volunteer claims.** All claims submitted by volunteers are routed for approval to the volunteer coordinator. A copy is retained by the approving authority and the claimant. After approval, the volunteer coordinator sends the claims to the Finance Division and the Department of Central Services. After the form and supporting documentation are audited, the OKDHS Finance Division enters an approved amount and transmits the claim to the Office of State Finance. A warrant is generated and sent to claimant.