



**State of Oklahoma**  
**Office of Management and Enterprise Services**  
**Policies and Procedures**  
**Travel Policy**

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<b>Effective Date of Policy: 01/04/2016</b>	<b>Next Scheduled Review: 11/01/2017</b>
<b>Prior Policy: n/a</b>	<b>Policy Number: OMES - 007</b>
<b>Last Reviewed: 11/17/2015</b>	<b>Replaces Policy Number: N/A</b>
<b>Date Policy Last Revised: 11/17/2015</b>	
<b>Approved: Lucinda Meltabarger as designee of OMES Director Preston Doerflinger</b>	<b>Approval Date: 01/04/2016</b>

**Purpose**

The purpose of this policy is to ensure that all Office of Management and Enterprise Services (OMES) divisions plan travel in the most efficient and cost effective way possible.

**Policy**

All official travel will adhere to the policies, rules and mandates as set forth in the Central Purchasing Purchase Card (P-Card) rules and procedures. All travel will be booked through the mandatory statewide contract. The OMES Travel Request Form (OMES Form 005) shall be filled out completely with supervisor and division approvals and sent to a designated travel coordinator for processing and booking of travel. All travel request forms shall be retained by the travel coordinator for tracking completion of travel purchases and easy accessibility. All travel receipts not provided through the mandatory contract supplier, but obtained by the traveler, must be submitted to the travel coordinator within three working days of returning from the trip. Travel costs exceeding 20% of the original estimated costs shall be required to go through the approval process again for the higher rates.

Each OMES office location will have a designated travel coordinator. Backup travel coordinators will be a travel coordinator at a different location. OMES travel shall be managed by a designated travel coordinator who has attended the required formal training. The administrator and/or approving official shall designate the travel coordinator for each location. Travel Coordinators are to enter their email address into each traveler's profile so that all notices and or information pertaining to the trip will be received by the travel coordinator.

Division directors shall be responsible for approving all travel within their division. The division director's travel shall be approved by the OMES Director, and a report from the State Travel Manager is sent to the OMES Director for all OMES travel that has occurred the previous month. Travel paid for with non-government funds should be listed on the OMES Travel Request Form, but is not mandated to be booked utilizing the mandatory statewide contract.

*Personal credit or debit cards shall not be entered into the online booking tool to hold a flight reservation unless the traveler is paying out-of-pocket and being reimbursed for airfare. The card number entered to hold the reservation will be charged for the airfare.*

P-Cards used only while in travel status shall be managed by the OMES P-Card Administrator. P-Cards may be issued to travelers on a case by case basis for employees traveling and requiring overnight accommodations and local transportation, when requested by their division director. Expenses shall be restricted to lodging and taxes, taxi cabs, or rental vehicles and parking charges. Incidental expenses shall be paid by the employee and reimbursed in accordance with Oklahoma State Travel Reimbursement Act. P-Card holders purchasing only in-state lodging may be trained by the P-Card Administrator at their discretion.

Travel coordinators may enter their P-Card number in a traveler's profile and allow the traveler to purchase airfare. The travel coordinator's email must be in the traveler's profile and upon receipt of the invoice the travel coordinator should delete their card number from the traveler's profile. If the traveler needs to book several trips within a short period of time, the card number can be left in the traveler's profile for a finite period of time.