



Policies and Procedures
Travel

Effective Date of Policy:	Next Scheduled Review: 2/2/2021
Last Reviewed:	Policy Number: OCC-12 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

A. Assigned Duty Station

A division director or supervisor shall designate each employee's assigned duty station for daily work and travel status determinations. The assigned duty station may be a generally described geographic area or multiple locations to be visited during a particular day. Assigned duty stations may be modified by supervisors as needed. The following factors may be considered in the designation:

- If routine travel is required, the territory assigned to the employee;
- Location of employee's home;
- Location of division offices; and
- Location of primary workplace for employee.

B. Travel Approval

In-state travel of all types shall be approved at the discretion of the employee's division director or designee. All out-of-state travel shall be approved by the division and then approved at the discretion of the Commissioners. Any emergency or immediate out-of-state travel can be approved by the division and the Executive Director or designee but must then be ratified by the Commissioners at the next Commission meeting.

C. Travel Reimbursement

Travel expenses for Commission employees who are required to travel in the course of their employment are reimbursed under the provisions of the Oklahoma Travel Reimbursement Act. [74 O.S. § 500.1 et seq.](#) If an employee has questions concerning travel reimbursement, the employee may read through **Chapter 10 of the State Accounting Manual** or seek clarification from their supervisor before incurring any personal expense.

[Travel Policy Claim Form](#)
[Chapter 10 of the Statewide Accounting Manual](#)

D. Transportation

Transportation for travel shall be provided to the employee. Employees authorized to use a personal vehicle to conduct official business may request reimbursement of travel expenses. Claims for travel expenses shall be reimbursed in a manner consistent with the State Travel Reimbursement Act, [74 O.S. § 500.1 et seq.](#) and other Commission policies. See [Policy OCC-13: Vehicle Use.](#)

E. Travel Hours Claimed as Work Hours

Standard 24-Hour Travel Rule.

An employee's travel status shall not extend more than 24 hours before and/or more than 24 hours after the date and time of object of travel (e.g., meeting, workshop, conference, etc.) begins and/or ends. [74 O.S. § 500.9.E](#)

1. Meet and greet activities, meals, or dinner receptions are an acceptable part of a meeting and can be considered when determining the start of the 24-hour rule.
2. Open registration more than 24 hours prior to the actual start of the event and activities clearly provided primarily for the entertainment of participants, such as sightseeing tours, athletic events, etc., are **NOT** appropriate.
3. Business-related meetings prior to or after the conference may be used as starting or ending points for the 24-hour rule. Proper documentation of the business purpose for participating in such early (or later) activities should be provided with the travel voucher as justification for extending the start or ending time of the 24-hour travel period.
4. Where a savings in travel costs is available through the purchase of discount airline tickets in connection with cheaper weekend commercial airline flights or limited available flights requiring an earlier flight, the 24-hour travel rule may be extended to 48 hours. However, if it is just a person's preference to leave early when later flights are available, the early travel status exceeding the 24-hour rule is not allowed.

Standard 48-Hour Travel Abroad Rule.

Official travel status when traveling to areas outside contiguous United States (including Hawaii and Alaska) may start as early and end as late as 48 hours before/after the objective of the trip. [74 O.S. § 500.9.F](#)