

OMES has updated a few of their travel policies in the latest edition of the Statewide Accounting Manual. Here are the changes along with how it will affect travel reimbursements at OSU:

ITEM #1

- If driving out of state, state payment for a rental car, including gasoline and other related costs, may not exceed the cost of coach/economy airfare, including baggage, parking fees and transportation costs in the vicinity of the event. This comparison must be based on documented fares and included with the travel claim.

Previously when driving out-of-state, travelers could claim mileage up to the cost of an airfare quote from Concur plus mileage to/from the departure airport and mileage to/from the airport at the destination airport. OMES previously said other expenses were too variable and could not be included with the cost comparison. Now estimated parking fees and baggage fees can be included in the cost comparison. Rental car CANNOT be used in the comparison for transportation costs at the destination city.

The estimated parking fees are dependent upon the airport used in the comparison.

- Parking is free in Stillwater so parking fees cannot be added when using SWO in a cost comparison.
- The lowest cost for parking in OKC is \$6 per day according to <https://flyokc.com/parking-rates>. This can be included when the comparison airport is OKC.
- The lowest cost for parking in Tulsa is \$8 per day according to <https://www.tulsaairports.com/parking/>. This can be included when the comparison airport is TUL.

Baggage fees can also be included in the comparison. Baggage fees vary between airlines so if the lowest cost airfare quote is from American Airlines, then the estimated baggage fees should be based on American Airlines' baggage fees. If the lowest cost airfare quote is from Delta Airlines, then the estimated baggage fees should be based on Delta's baggage fees and etc.

Travel preparers are expected to include all documentation related to the cost comparison with the travel claim and should provide clear calculations for the cost comparison. This includes providing printouts or screenshots of the estimated parking fees and baggage fees. Most, if not all, airlines provide baggage fee information on their websites.

This change in policy will begin effective immediately!

ITEM #2

- In general, rental cars are not considered reimbursable for travel in the vicinity of the event unless a rental car was justified as the mode of transportation for the entire trip. However, if the cost of a rental car plus parking is less than the cost of a taxi or available shuttle, a rental car may be justified. Refer to the following section for additional information.
- Charges are allowed between the airport and the hotel or location of the event or meeting as well as to and from a meeting or conference site located separately from the hotel or lodging facility. For any other fares, the business purpose of the fare must be clearly documented in detail on the travel claim.
- Courtesy shuttles should be used when available.
- In general, rental cars are not the most efficient means of travel in the vicinity of the event unless a rental car was justified as the mode of transportation for the entire trip. However, if the cost of a rental car plus parking is less than the cost of a taxi or available shuttle, a rental car may be justified.
 - Specifics of the trip may justify a rental car.
 - When a rental car is used, any personal miles must be tracked. The reimbursement will be reduced by the percentage of personal miles used.

This means that a comment must be provided with the travel voucher explaining the business or emergency need for a rental car anytime a rental car is used while on official OSU business. Some common acceptable reasons for allowing rental car would be:

- The closest airport to the business destination is in another city
- Multiple destinations/cities
- Remote destinations
- Group travel
- Need to haul equipment or business materials
- Inclement weather or flight delays
- Cost savings versus taxi, shuttle or Uber

Reimbursement claims for rental car may be rejected without sufficient business reasons.

Previously when personal time was attached to a business trip, the rental car reimbursement plus fuel reimbursement was prorated based on the number of days of business use. Now anytime a rental car is used, the traveler must keep track of business miles for the rental car versus personal miles. The traveler's reimbursement for rental car and fuel will be based on the prorated business miles.

- For example, a traveler provides a business reason for needing a rental car and returns with a rental car receipt totaling \$252.10 and a fuel receipt for \$31.80. The total miles on the rental car receipt reads 143 miles, of which 74 is considered business miles. The calculation will be the total of \$252.10 X 74 business miles divided by 143 total miles for a reimbursable amount of \$130.46. The calculation for the rental car fuel will be the same. The fuel receipt of \$31.80 X 74 business miles divided by 143 total miles for a reimbursable fuel amount of \$16.46.

When determining business miles versus personal miles, only miles between the airport, the hotel, and the conference location can be used. Any miles on the rental car to obtain food are considered personal, unless the traveler states that there are no nearby places to eat. Business luncheons or dinners could be considered business miles, but must be documented in a comment on the travel voucher. Other miles could be considered business depending on the nature and purpose of the trip, but these should also be documented in a comment on the travel voucher.

University Accounting will not require a detailed mileage log for the rental car. However, the total business miles and total personal miles must be provided so we can review the reimbursement calculation.

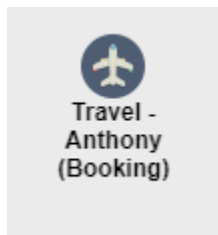
Carla James will be clarifying in a separate communication how this policy change will affect Pcard usage for rental car.

This policy will take effect on trips that begin on or after December 1, 2021!

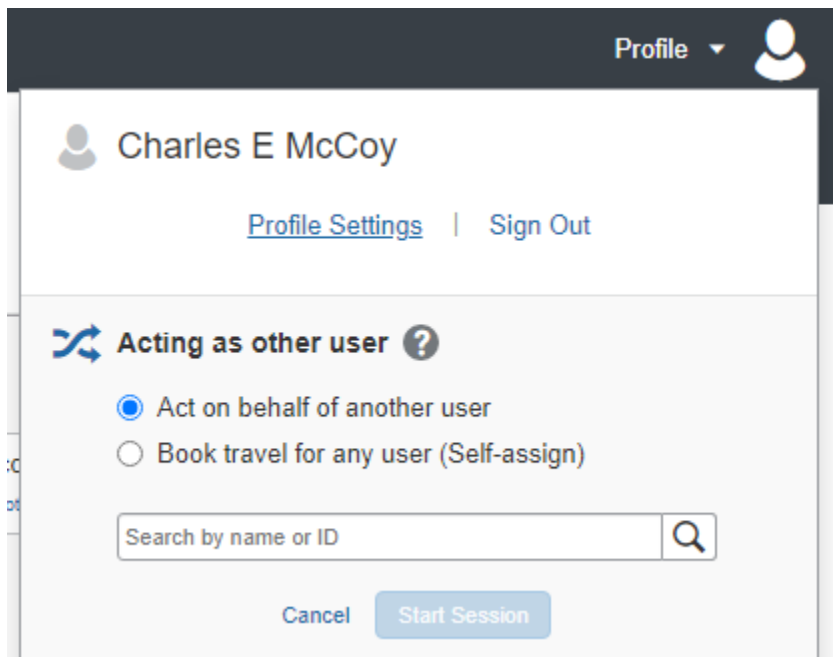
ITEM #3

Concur has recently restricted everyone's ability to "self-assign" when booking flights for other travelers. If you have previously booked a flight in Concur for a specific traveler, then you will retain the ability to book flights for that person. However, if you have not previously booked for that traveler, then the traveler must set you up as a Travel Arranger before you may book on behalf of that traveler.

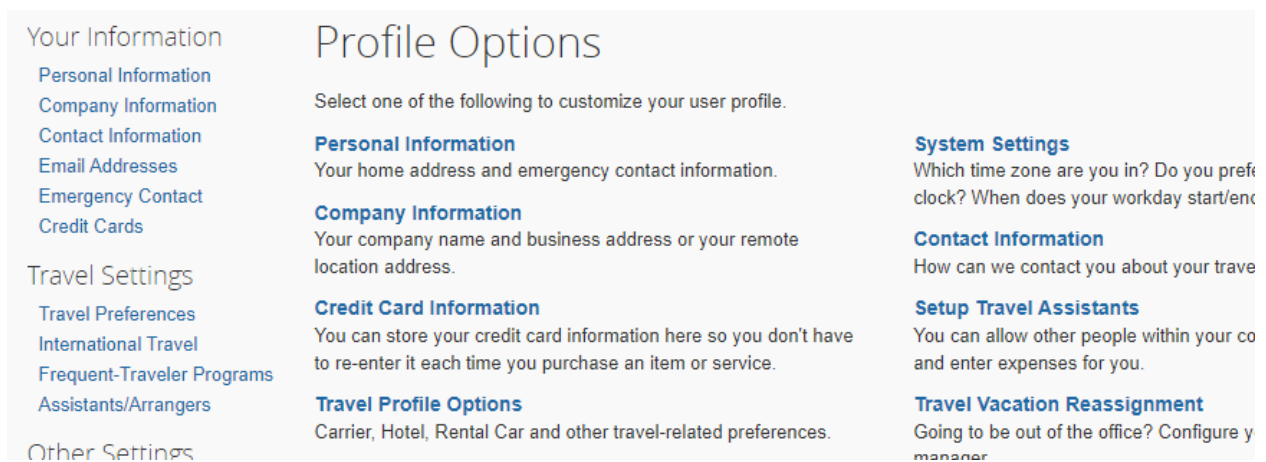
The traveler should follow these steps below to set up a new Travel Arranger/Assistant. Concur should be accessed first by clicking the Anthony Travel link on <https://adminfinance.okstate.edu/travel/anthony-travel.html> or clicking the icon for "Travel – Anthony (Booking)" on the AIRS main menu. Do NOT go directly to www.concursolutions.com or do NOT use old bookmarks.



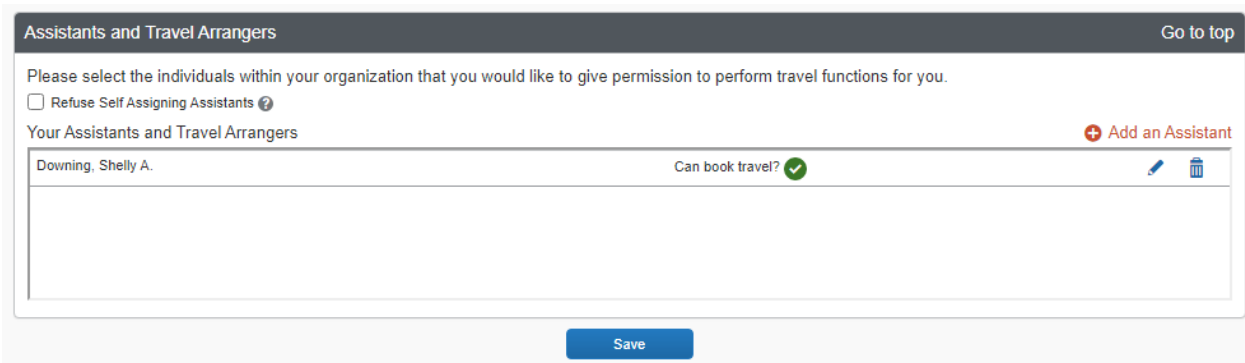
Once in Concur, the traveler should click "Profile" in the upper righthand corner and then click "Profile Settings."



On the next screen, the traveler can either click “Assistants/Arrangers” under Travel Settings on the menu on the left or can choose “Setup Travel Assistants” under Profile Options on the right side.



Under the heading “Assistants and Travel Arrangers,” the traveler should click “Add an Assistant” on the right side of the screen.



The “Add an Assistant” dialog box will appear and will allow the traveler to search for an employee to add as an assistant so they may book travel on behalf of the traveler. Once the traveler finds and selects an assistant, the traveler should click the check box for “Can book travel for me” and then click Save. A traveler may set up one or multiple assistants in Concur.

