

**OKLAHOMA HOUSING FINANCE AGENCY
HOME DEPARTMENT**

Chapter 6	
	Reference:
Subject: Travel and Per Diem Requirement	

General Requirements

Comply with the State Travel Reimbursement Act, 74 O.S. 500.1, et. seq., when using HOME funds. However, when an entity has existing travel policies that are more restrictive than those provided in this policy, or when a grant or contract contains more restrictive limitations, the more restrictive limitations shall apply.

Procedures

- ↳ Maintain and adhere to written travel regulations and procedures which have been approved by the entity's governing body.
- ↳ Payments for travel by employees, consultants, officials and board members shall be authorized in advance by the entity. Such payments shall be in conformance with the standards set forth below.

Lodging

- { Lodging for in-state and out-of-state travel may be reimbursed up to actual cost. Reference the GSA Domestic Per Diem Rates chart for allowable rates as these change each year on October 1st.
- { Certain out-of-state geographical areas have been designated by the state as high cost areas. Contact OHFA to determine high cost area.
- { When the traveler attends a conference, workshop, etc., and stays in the hotel where the event takes place, reimbursement for lodging may be based on actual expense, not to exceed single occupancy room rate. Documentation shall be provided (agenda, etc.) that the hotel was the conference site.
- { When the traveler attends a conference, workshop, etc. in a high cost area, he may stay in optional lodging less expensive than the hotel where the event takes place. Local transportation cost

Notes

between the designated hotel and the optional lodging is allowed but must not exceed the difference between the cost of the designated lodging and the cost of the optional lodging.

Travel

- { Mileage costs for use of privately owned automobiles and motorcycles shall be paid at the rate not to exceed the approved IRS rate. This will change each year on January 1st.
- { Mileage reimbursement for out-of-state travel in a private automobile shall not exceed the cost of round trip airfare at less than first class accommodations to the same destination.
- { Travel by privately owned or chartered airplane on official business for the state may be reimbursed in an amount which, when added to per diem, and reimbursement for lodging for that trip, does not exceed the equivalent of automobile mileage plus per diem and reimbursement for lodging had a privately-owned automobile been used for the trip.
- { Public transportation (train, plane, bus) shall be less than first class accommodations in all instances except when:
 - ⇒ These accommodations do not exist or are not available within a reasonable time;
 - ⇒ Less than first class would result in higher overall cost because of required routing, time urgency, baggage differential or other factors;
 - ⇒ Physical condition (handicapped or medically related diets) of the traveler or other extenuating circumstances require the use of first class.
- { Receipts are required for lodging, registration, tuition, common carrier transportation, car rental, and meeting room rental.

Per Diem/Meal Expenses

- { Reimbursement for meals and incidental expenses while in official travel status cannot exceed the GSA Domestic Per Diem Rates chart for allowable rates. These change each year on October 1st.
- { In computing reimbursement for meals, a day shall be a period of 24 hours, beginning at time of departure. Reimbursement for 1/4 days (6 hours) or major fraction thereof (more than 3 hours) shall be made. No reimbursement for meals shall be made for periods that do not include overnight status.
- { Reimbursement for meals and lodging on out-of-state trips shall not begin more than 24 hours before or continue more than 24 hours after the objective of the trip, such as a meeting, workshop or conference.
- { Individuals cannot claim a per diem allowance if lodging was provided and paid for by another agency. No receipted lodging or subsistence per diem may be claimed in conjunction with the per diem allowance nor may the per diem allowance be claimed when jointly occupying lodging claimed by another employee as receipted lodging. Official travel status must extend through overnight period for reimbursement under this section.
- { If meals at a meeting, workshop, or other objective of travel are provided in the cost of the registration fee, one quarter of one day's per diem per meal will be deducted from the reimbursement for per diem. "Continental Breakfasts" and refreshments such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals for the purpose of this procedure. Exceptions to this procedure would include reasons such as special dress requirements, special diet or other similar situations, which must be explained on the travel claim.

Reference: www.gsa.gov/perdiem