

# Oklahoma Employment Security Commission



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**Representing the Public**

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**Representing Employees**

Mike Wester, Commissioner  
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## OKLAHOMA EMPLOYMENT AND TRAINING ISSUANCE # 05-2007

**DATE:** July 24, 2007

**FROM:** Richard Gilbertson, Director  
Workforce Integrated Programs

**TO:** WIA Board Staff

**SUBJECT:** Travel Policy

**PURPOSE:** This Oklahoma Employment and Training Issuance (OETI) sets forth the State's requirements for travel expenses charged to Workforce Investment Act (WIA) funds.

**MESSAGE:** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the grantee. Travel costs are allowable when they are directly attributable to specific work under a grant and meet the requirements set forth below:

1. **Governmental Entities:** A chief local elected official must comply with the travel reimbursement laws, rules, and policies that govern his or her governmental entity. Individuals employed by a grant recipient, fiscal agent, or service provider that is a governmental entity (i.e., county or city) must comply with the travel reimbursement laws, rules, and policies that govern that entity. Board members and Board staff for WIA grant recipients that are governmental entities must comply with the travel reimbursement laws, rules, and policies applicable to the governmental entity.
2. **Nongovernmental Entities:** Individuals employed by a grant recipient, fiscal agent, or service provider that is a nongovernmental entity must comply with the Oklahoma's State Travel Reimbursement Act (Act), 74 Oklahoma Statutes Sections 500.1 through 500.37., and Part 330 of the Oklahoma Office of State Finance's travel policies. These policies can be accessed at [www.osf.ok.gov](http://www.osf.ok.gov). These Act and policies also apply to travel costs incurred by Board members and Board staff for WIA grant recipients that are nongovernmental entities.

**ACTION:** This OETI is effective on the date it is issued. The OETI is to become a part of your permanent records and shared with appropriate staff and sub recipients.

**INQUIRIES:** If you have any questions about this issuance, please contact Tami Decker, Workforce Integrated Programs Division, [tdecker@oesc.state.ok.us](mailto:tdecker@oesc.state.ok.us) or (405) 962-7595.