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STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

August 12, 1999

RE: Clarification of Contractor related Travel Costs

1. All costs related to travel and per diem are to be included in the total purchase order amount for a business entity as defined in Title 74 O.S., 1998 § 85.2 or "Contractor." A contractor may be an individual or organization providing services to the state and are paid an hourly, daily, monthly or a project rate based upon an agreement. A Contractor may also be a speaker providing expertise and may be paid an honorarium or stipend for their services. All costs associated with the Contractor, including all travel expenses are to be paid from the total acquisition price and single purchase order. Title 74 O.S., 1999 § 85.40. A state agency shall not pay any supplier travel expenses in addition to the total price of the acquisition. State agencies **are not to utilize state contracts** or their agency travel coordinator to secure airplane reservations for Contractors. As part of the invoice documentation, the agency may require The State of Oklahoma Travel Voucher, OSF Form 19, be completed and accompanied by all other necessary receipts for purposes of expense documentation. A "proper claim" means a claim for reimbursement of all incurred expenses supported by all requisite documentation and complete in all respects for processing for payment.
2. For "Non-Contract" individuals, i.e., not under contract or paid for their services (persons who are not state employees, but who are performing substantial and necessary services to the state) are to complete The State of Oklahoma Travel Voucher, OSF Form 19, accompanied by all other necessary receipts for purposes of expense documentation. The claim must indicate the person is not a state employee and a description of the services entered, and the agency head by his approval of the claim certifies such services were substantial and necessary, and germane to the duties and functions of the reimbursing agency. [Title 74 O.S. 1991, et seq. § 500.2 A.] State agencies **may utilize state contracts** to secure airplane reservations for Non-Contractors when such travel services can be secured at a cost less than that which can be secured by the non-contractor. The agency shall obtain and provide the cost comparisons. The non-contractor shall not be required to use the State Travel Office or agency contractor if the air travel originates outside the state *and* it would be impractical to arrange for air travel through the State Travel Office or agency travel coordinator; *or* the air travel is necessitated by an emergency *and* time does not permit utilization of the State Travel Office's services or agency travel coordinator; *or* the travel is part of a package arrangement made by the organization scheduling the meeting or conference. *All claims made for reimbursement shall contain a statement showing the reason for the exception to the use of the State Travel Office or agency travel coordinator.* A "proper claim" means a claim for reimbursement of incurred expenses supported by all requisite documentation and complete in all respects for processing for payment.

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