

## General Travel Voucher Instructions

1. Provide the name, and employee ID number of person filing claim. The name should be as listed on agency payroll records. DO NOT write a social security number on the voucher.
2. Check the appropriate boxes for ownership of vehicle and state employee status. Provide a license plate number if a state car is driven or if mileage is claimed.
3. Post the total amounts for each account code used. There is a difference between "In-State" and "Out-of-State," the account codes are different.
4. Enter the official duty station. Enter the city, not the name of the facility or unit  
Example: Enter "Oklahoma City" instead of "Administration Building."
5. Provide the purpose of travel. The "Nature of Official Business" must be indicated as clearly and concisely as possible on the form. This notation should include the dates of the event. If the event has a formal announcement or brochure, include it with the voucher.
6. Provide the geographical location of all destination points of travel including the return to the original starting point. For example, Oklahoma City to Stringtown to Atoka to Oklahoma City. This is a requirement for all travel claims whether or not lodging, per diem, or mileage is claimed.
7. Enter the dates of travel with the beginning date and the ending date. This is a requirement for all travel claims.
8. Provide the map mileage per official state of Oklahoma map between beginning city/town and each city/town listed as a point of travel. Any additional mileage will be entered as vicinity miles. Mileage is totaled in the "Totals" box then multiplied by the current mileage reimbursement rate. The actual reimbursement amount is limited to the lowest cost alternative calculated using the DCS Trip Optimizer. When claiming mileage, the box acknowledging that the trip optimizer was utilized or the travel is exempted from its use.
9. Enter the time travel started and ended and the amount of days and hours between start of travel and end of travel. This is used to calculate per diem, however, it is required for all travel claims.
10. Enter the per diem/rate and total amount. The rate is the authorized daily rate from [www.gsa.com](http://www.gsa.com). The amount will be the daily rate multiplied by the days (and partial days) in travel status less any meals provided.

11. Provide the lodging amount eligible for reimbursement. Hotel invoices must be attached showing the date of arrival and departure, the single room rate charged per day, and taxes or other room charges for each day. The invoice must show a zero balance due, however if using express checkout, the receipt must indicate that it is being charged to a credit card. When lodging is not claimed, it must be noted on the travel claim, for example, "Lodging direct billed to agency on po#xxxxxxxxxx."
12. When claiming mileage, mark whether the Trip Optimizer (Fleet Management Calculator) was used or the travel is exempt from the Trip Optimizer. A printed copy is required with the travel claim if used.
13. Provide the mode of public transportation. This must be included if travel is by any method besides automobile. If the agency pays directly, that must be noted on the claim.
14. Provide local transportation expenses. Rental vehicles require a receipt for the charges, all other local transportation only require receipts if over \$25 per occurrence.
15. Enter any itemized miscellaneous costs. List the cost of authorized miscellaneous items. Registration charges and parking require a paid receipt. All other miscellaneous costs may require a justification if the business purpose is not clear; receipts may also be required.
16. The traveler must print their name in the attestation.
17. The named claimant must sign the travel voucher. The "manager's approval" will be signed at administration when submitted to OMES.

