

Oklahoma Employment Security Commission



Jon Brock, Executive Director

Brad Henry, Governor

Representing Employers

Julius Hilburn, Commissioner
Ted Weber, Commissioner

Representing the Public
Rev. W. B. Parker, Chairman

Representing Employees

David Hill, Commissioner
Mike Wester, Commissioner

Oklahoma Employment & Training Issuance #13-2004

TO: WIA Grant Recipients
WIA Board Staff
E & T Staff

FROM: Michael E. Ferguson, Acting Director

DATE: September 29, 2004

SUBJECT: Travel and Mileage Reimbursement Rates

MESSAGE: The Office of State Finance advised OESC that the Internal Revenue Service announced an increase in the mileage reimbursement rate effective January 1, 2004. Effective that date, the rate of reimbursement allowed on Oklahoma State Travel claims will be \$0.375 per mile. **(See OETI #1-2004 issued January 20, 2004).**

The Oklahoma Office of State Finance allows reimbursement of taxes in addition to the maximum allowable lodging rate. This includes only the tax amount related to the allowable lodging amount and, as a result, must be prorated accordingly. There are three lodging rates for the State of Oklahoma:

- Oklahoma City's rate is \$66.00 and includes localities within Oklahoma County
- Tulsa, Creek, Osage, and Rogers Counties is \$64.00
- All other locations are \$60.00 for lodging.

These lodging rates plus taxes are effective October 1, 2004.

For lodging and per diem rates outside the State of Oklahoma, please refer to the GSA per diem web site at www.policyworks.gov/perdiem.

ACTION REQUIRED: This OETI is to become a part of your permanent records. **If you follow City, County, or other mileage, lodging and per diem rates, those procedures should be included in your permanent records and readily accessible for review.**

RESCISSIONS: OETI #1-2003

INQUIRIES: Please contact Jackie Younge-Gladden at 405/557-5314 if you have any questions.

ATTACHMENT: Per Diem Chart for the State of Oklahoma

JYG/jyg

Per Diem Chart

The 24-hour day starts when you enter travel status. Per Diem is figured on a 24-hour basis consisting of four 6-hour periods, each 6-hour period or fraction thereof (more than 3 hours). Per Diem is reimbursement for meal expense. A return to your official station ends your per diem. When a traveling employee in overnight status stays with relatives or friends and no lodging reimbursement is claimed, an additional \$10.00 "Per Diem in lieu of subsistence" can be claimed. These changes in per diem and lodging rates do not change the "designated lodging" procedures. Therefore, actual room rate and taxes will still be allowed when "designated lodging" procedures are met.

Travel within the Oklahoma City Metro Area

You must be in overnight status to collect per diem.

Hours	Per Diem With Lodging Receipt	Per Diem Without Lodging Receipt
3	\$ 0.00	\$ 0.00
3+	\$10.75	\$13.25
6	\$10.75	\$13.25
9	\$10.75	\$13.25
9+	\$21.50	\$26.50
12	\$21.50	\$26.50
15	\$21.50	\$26.50
15+	\$32.25	\$39.75
18	\$32.25	\$39.75
21	\$32.25	\$39.75
21+	\$43.00	\$53.00
24	\$43.00	\$53.00

Travel outside the Oklahoma City Metro Area

You must be in overnight status to collect per diem.

Hours	Per Diem With Lodging Receipt	Per Diem Without Lodging Receipt
3	\$ 0.00	\$ 0.00
3+	\$ 7.75	\$10.25
6	\$ 7.75	\$10.25
9	\$ 7.75	\$10.25
9+	\$15.50	\$20.50
12	\$15.50	\$20.50
15	\$15.50	\$20.50
15+	\$23.25	\$30.75
18	\$23.25	\$30.75
21	\$23.25	\$30.75
21+	\$31.00	\$41.00
24	\$31.00	\$41.00