

**NORTHEASTERN OKLAHOMA A&M COLLEGE  
TRAVEL REQUEST (In-State and Out-of-State Travel)**

APPLICANT \_\_\_\_\_ POSITION (Title) \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ APPROXIMATE TIME \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

RETURN DATE \_\_\_\_\_ APPROXIMATE TIME \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

DESTINATION \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_

\_\_\_\_\_  
(Meeting, Workshop, Convention, Recruitment, etc. (Include a copy of information about the meeting, workshop, or convention if available))

NAMES OF THOSE ACCOMPANYING YOU \_\_\_\_\_

(Attach a sheet listing names if additional space is necessary)

MODE OF TRAVEL: COLLEGE VEHICLE REQUESTED: Car 12-Passenger Van Minivan  
42-passenger Bus Minibus (24-32 passenger) Personal Vehicle

COMMERCIAL (type) \_\_\_\_\_

**IT IS VERY IMPORTANT THAT YOU COMPLETE THE FOLLOWING:**

Department No. \_\_\_\_\_ Is money available in current budget? Yes No

ESTIMATED COST NA \$ \_\_\_\_\_ Commercial Travel Fare NA \$ \_\_\_\_\_ Per Diem - 24-hour period

Yes No Requisition submitted for pre-payment of airline ticket

NA \$ \_\_\_\_\_ Registration fees, etc. NA \$ \_\_\_\_\_ Lodging

Yes No Requisition submitted for payment of registration fees

NA \$ \_\_\_\_\_ Other (parking fees, shuttle, etc.) NA \$ \_\_\_\_\_ TOTAL

(Travel will not cover more than 24 hours before start of meeting or 24 hours after meeting has ended.)

**REMARKS:**

\_\_\_\_\_  
Signed - Requester Date Signed- Dept. Chair or immediate supervisor Date

\_\_\_\_\_  
Signature - Vice President Date APPROVED BY PRESIDENT DATE  
(obtain appropriate signature)  
Revised: 11/13

(Travel reimbursement rates are attached)

## REGULATIONS GOVERNING USE OF COLLEGE AND PERSONAL VEHICLES

### Personal Vehicles

***State vehicles should be used for all official travel unless specific exceptions are approved in advance by the appropriate administrator (vice president, president).*** Requests to use a personal vehicle for official travel (Request for Use of College Vehicle form) need to be submitted in advance (a minimum of three days) for review. Such a request must be approved prior to the travel in order for reimbursement to be processed.

The State does not assume coverage for physical damage to an employee's vehicle, only liability coverage is afforded during performance of work duties.

It is recommended that no one accompany driver; however, if you must take a spouse or others along, make sure you have adequate personal insurance coverage. **They will not be covered by Risk Management.** Only authorized requester/individual should operate the vehicle.

### College Vehicles

#### Requirements:

1. Valid driver's license
2. Driver will use the vehicle only for State or other covered entity business and within the "Scope" of the driver's employment/authority.
3. Wear his/her safety belt
4. Observe all traffic laws
5. Unauthorized person will not be allowed to drive vehicle
6. Consumption of alcoholic beverages or narcotics prior to the operation of a vehicle is prohibited.
7. Driver will ensure that windows, headlights, and tail lights are clean and operational at all times.
8. Turn signals must be utilized by driver at all times when making a turn or changing lanes.
9. Do not "tail-gate"
10. Where vision is obstructed, do not make turn-about, i.e., (u-turn).
11. Vehicles are not to be parked in such a manner as to constitute a traffic hazard to the driving public.
12. Designated speed limits on streets and highways will be observed.

#### Maintenance Requirements:

Before operating a State or other covered entity vehicle, the driver is responsible for checking to see that all necessary safety equipment and control devices are in good condition before he/she operates it. These items should include:

- |                                    |                      |
|------------------------------------|----------------------|
| 1. Lights                          | 6. Horn              |
| 2. Directional Signals             | 7. Tires             |
| 3. Steering Wheel                  | 8. Safety Belts      |
| 4. Brakes                          | 9. Windshield Wipers |
| 5. Rear-view and Side-view Mirrors | 10. Defroster        |

For vehicles used to transport people, such as an activity bus or van, the following items, in addition to those listed above, should be included:

1. Reflectors
2. Fire extinguisher, Type B-C
3. First Aid Kit

# NEO A&M COLLEGE

## Travel Reimbursement Authorized Rates\*

### Meals and Incidental Expenses - Maximum Daily Allowance:

		<u>In-State</u>	<u>Oklahoma County</u>	<u>Enid/Garfield Cnty</u>
1 day	(24 hours)	\$55.00	\$61.00	\$55.00
¾ day	(18 hours)	41.25	45.75	41.25
½ day	(12 hours)	27.50	30.50	27.50
¼ day	(6 hours*)	13.75	15.25	13.75

\*Payment for each quarter day or major fraction thereof (more than 3 hours), will be made at the ¼ day rate show above.

### Per Diem in Lieu of Subsistence - Maximum Daily Allowance:

		<u>In-State</u>	<u>Oklahoma County</u>	<u>Enid/Garfield Cnty</u>
1 day	(24 hours)	\$65.00	\$71.00	\$65.00
¾ day	(18 hours)	48.75	53.25	48.75
½ day	(12 hours)	32.50	35.50	32.50
¼ day	(6 hours*)	16.25	17.75	16.25

\*Payment for each quarter day or major fraction thereof (more than 3 hours), will be made at the ¼ day rate show above.

### Mileage Reimbursement/Privatey Owned Vehicle: (\$.33)

### Lodging Reimbursement Rate:

	<u>In-State</u>	<u>Oklahoma City</u>
Standard	\$96.00	\$104.00

\*Out-of-State Rates for per diem and lodging to be determined by GSA Regulations

**Visit: [www.gsa.gov](http://www.gsa.gov)**

**Rates effective 10/1/2020-9/30/2021**