

Rogers County Travel

This is the standard operating procedure (SOP) for employees traveling overnight and 1 day travel for Rogers County. This was approved by the BOCC on November 24, 2014.

1.) Must complete a PO for all travel prior to the trip taking place. This includes:

- Mileage- Estimate mileage for entire trip. Mileage is established by the IRS. Current rate can be found on their website or with the County Clerk's office.
- Mileage- Must have the odometer reading from start to end of trip or book miles from the mileage table on the Oklahoma Dept. of Transportation website. (ODOT)
- Tolls- Must ask for receipt.
- Meals- Meal allotment is \$35 a day per travel day as established by the BOCC. Meal reimbursement does not include gratuity.
- Hotel- Check for state rates.
- Conference fees- Submit invoice after you have registered.

2.) To redeem check for above items, you must provide proper documentation.

- Completed SA&I Travel Claim Form signed by employee, Official and Notary Public. Employee must sign each receipt and the below documentation must be completed and/or attached:
 - Mileage- Must have odometer reading from start to end of trip or mileage from ODOT tables and vicinity miles traveled at the location
 - Meals- Must have itemized receipts for all food. No alcohol is allowed to be reimbursed. Receipt must have dates and itemize what was bought.
 - Hotel- Need itemized description of cost.
 - Conference- Need to bring receipt or something showing date and that you were there. i.e. copy of class completion letter or agenda.

3.) Reimbursements will be sent out after the PO's have been approved by the BOCC and Accounts Payable creates and fully processes the warrants.

Traveling without overnight stay

If an employee does not stay overnight they can be reimbursed for meals on their payroll if submitted on an approved Travel Claim and submitted with payroll. Must include signed, itemized receipts and copy of class completion letter or agenda. This is considered a fringe benefit and must be placed on a payroll claim and approved by the Department Head.

Traveling with overnight stay

If an employee is traveling overnight and outside of the County they are reimbursed for meals up to \$35.00 per day. This amount is set by the BOCC. Meal tickets need to be itemized. The credit card receipt is not sufficient. The travel day begins the day they travel. Meaning the \$35 can be used, even if the employee travels after 5:00pm.