



# OMD Operational Administrative Policy

## Travel Policy

Draft for MCB Review & Action 3/10/21, Effective 3/10/21; New policy issuance

### PURPOSE:

This travel policy is designed to assist Office of the Medical Director employees when traveling on official OMD business and to create a means of accounting for and properly reimbursing approved travel expenses.

### SCOPE:

These procedures apply to all OMD employees.

### POLICY:

- A. Original receipts are required for transportation, lodging and registration.
- B. A per diem allowance will be provided for meals and incidental expenses during trips. Incidental expenses include, but are not limited to, costs for laundry, and fees and tips for persons who provide services such as food servers and luggage handlers. Incidental expenses not covered by per diem would be taxi fares or the cost of business telephone calls. The rate shall be the current GSA rate found at [GSA.gov](http://GSA.gov) for the appropriate location. First and last days of travel will be reimbursed at 75% of the GSA rate.
- C. The Chief Medical Officer must be notified prior to any employee traveling out of the State of Oklahoma for the purpose of OMD business. The notification should include the purpose of travel, dates of the trip, and where he/she can be reached while out of the City.
- D. The most appropriate and economical means of travel available should be used for any travel by OMD employees. OMD will only pay for coach airline fare or the most economical method of travel. Any expenses in excess of the most direct/economical routing shall be borne by the employee. Reimbursement for the use of a private vehicle shall not exceed what is most economical considering such factors as airfare, car rental, number of people traveling, mileage, etc.
- E. Any expenses related to a spouse accompanying an OMD employee on a trip are the employee's responsibility and are not reimbursable by OMD.
- F. OMD will pay for registration and workshops for OMD employees. Special events and tours, not job related, are not reimbursable. OMD will pay normal meal costs which are incurred as a part of a special event during the business meeting.
- G. Entertainment Expenses for the purpose of business will include notation of persons entertained, their business affiliation, location and type of entertainment, business purpose for entertainment (including any area of business discussion before, during or after entertainment). Receipts must be included for all entertainment.
- H. Alcoholic beverages are not reimbursable under this policy for either per diem travel or OMD reimbursed entertainment expense.
- I. OMD will pay for lunch and dinner expenses for employees who travel between divisions on OMD related business.



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### PROCEDURES:

1. Reimbursement for Travel Expenses - Final claim for reimbursement of travel expenses must be filed within twenty (20) working days following an employee's return from a trip.
2. Follow this link to submit expense reports.
  - i. <http://emsalfweb.emsa.net/Forms/Reimburse>
  - ii. (You must be on the EMSA network for this link to work. Either in office or VPN into the EMSA network)
3. The Expense Report should include a copy of the registration material or agenda which indicates the meeting location, period covered and what registration costs include.
4. Original receipts for registration, lodging, and the passenger's portion of airline ticket must be submitted with the Travel . If a car is rented, a copy of the rental agreement must be attached.
5. Receipts are not required for tips, bus fare, business telephone calls, or other related expenses; however, they must be itemized on the Travel Expense Report. Unusual expenses must be justified and accompanied with a receipt.

### REMEDIES FOR FAILURE TO COMPLY WITH POLICY:

Employee's failure to comply with the OMD travel policy will result in lack of reimbursement and ultimately the loss of travel privileges or dismissal.

Specific examples of failure to comply with the policy, which will not be tolerated are as follows:

- A. Travel expense report falsification.
- B. Failure to turn in travel expense reports within 20 working days.