

FREQUENTLY ASKED TRAVEL QUESTIONS

General

Where can I find the NSU Travel Policy?

The Travel Policy can be found [Here](#)

What is a fly vs. drive comparison? How do I make one?

A fly vs. drive comparison documents the difference in travel expenses between flying and driving, and must be completed if you choose to drive out of state for overnight travel. The comparison must include the mileage reimbursement if you drive to your destination, the mileage reimbursement if you drive to the airport, airfare to your destination, and the cost of local transportation at your destination if you fly. There is no set form for this comparison (Accounts Payable does have a template you can use). See the example comparison below.

Fly		
	Amount	Comments
Airfare	350.00	
Mileage	105.86	158mi RT @ .67 per mile
Local Transportation	45.00	Airport shuttle to hotel.
Totals	500.86	

Drive		
	Amount	Comments
Mileage	368.50	550mi RT @ .67 per mile
	368.50	

In the above example, this out-of-state trip would be less expensive to drive rather than fly.

Pre Approvals

Do I have to submit a pre-approval form?

A pre-approval form is required for **all** overnight travel, both in- and out-of-state.

Where can I find the current pre-approval form?

You can find the pre-approval form [HERE](#)

Is my State Employee ID the same as my NSU Banner ID?

Your State Employee ID is also known as your OSF/supplier number. It is ten digits long and typically starts with four zeros. If you do not know your State Employee ID number or are unsure of where to find this, please contact Accounts Payable at 2183.

Where do I find the per diem and authorized lodging rates for my destination?

Rates for travel inside the United States can be found here:

[GSA Per Diem Rates](#)

Rates for travel outside the United States can be found here:

[Other Countries Per Diem Rates](#)

What is in other expenses with receipts?

Baggage, copier charges, etc.

What do I do if my actual expenses exceed the approved amount?

You will need to provide a memo of explanation signed by your account sponsor to approve the overages.

Travel Reimbursement Voucher

Where can I find the current travel voucher?

The current Travel Voucher may be found [here](#).

What supporting documents are needed for mileage?

A map print out from maps.google.com showing the shortest distance to and from your destination.

What supporting documents are needed for airfare?

The itinerary and receipt will be sufficient if the airfare was booked through Concur. If booked through the airline's site, you will also need to include a Concur quote comparison for the same flight.

What supporting documents are needed for per diem and lodging rates?

Per diem is for overnight travel only. The current per diem (M&IE) rates are available at the GSA for US travel, and at the US Department of State for overseas travel. Visit the appropriate site below and print off the rate table for your destination.

[US Travel](#)

[Foreign Travel](#)

What supporting documents do I need for lodging?

A \$0 balance itemized receipt will need to be included as well as any documentation from the conference you attended, that shows the conference room rate.

What about lodging taxes?

Lodging in Oklahoma should be tax exempt from all taxes but tribal tax. NSU's tax ID number is on the front of your purchasing card if you have one. A letter is available from Purchasing if you do not have a purchasing card.

Travelers are not exempt from lodging taxes outside of the state of Oklahoma, however, some states will honor our tax exemption, if mentioned at the time of booking.

Booking

What is Concur?

Concur is a booking tool created for the State of Oklahoma, for the purpose of booking official state travel.

Do I have to use Concur?

Concur must be used for airfare if it is the least expensive option. Concur should also be used to submit your travel claim once travel has been completed.

What if I find cheaper airfare elsewhere?

You must be able to document the savings. To do this, provide a quote from Concur and from the airline being used. These quotes must be obtained on the same day and for the same flight times. If the airline proves to be less expensive, you may book directly through the airline with approval from your account sponsor. Be sure to submit the quotes with your Travel Reimbursement Voucher as supporting documentation.

Can I speak to a Concur travel agent?

A travel agent is available, but you may be charged a \$25 fee. Please contact Accounts Payable at x2183 before calling the travel agent.

What about booking a room at a conference?

At this time, conference hotel bookings should be completed through the conference organizers or directly through the hotel.

What if I don't have a Concur account?

University employees who book their own travel and assistants who book travel for others, must attend travel training in order to obtain access to Concur. University

employees whose travel is booked for them by a travel assistant will still need an account.

Can I use Concur for personal travel?

State law prohibits the use of Concur for personal travel.

What if I need to book travel for a university guest?

Guest travel may only be booked by Accounts Payable or through Journey House directly. Contact Accounts Payable at x2183 if you need to book travel for a guest. This would include students, interview prospects, guest speakers, or anyone who is not a university employee.

Important Numbers

Journey House at 405-463-5800 or 800-726-0051

Accounts Payable at 918-444-2183