

State Travel Allowable Cost effective January 1, 2022

|  |  |
| --- | --- |
| **EXPENSE** | **ALLOWABLE RATE** |
| Mileage (personal vehicle) | .585/ mile |
| Lodging (over 60 miles from home) |  $104.00 /night OKC; $96.00/night standard **all** **other counties.** (Designated conference hotels are completely reimbursed) |
| Per-dium (meals, snacks etc.) | $64.00 per day in OK County; all other counties $59. /day |
| Taxi / UBER | Fully reimbursed up to $25.00 must have receipt if cost exceeds $25.00 |
| Gratuity (taxi/restaurant) | Can only be 15% of total taxi/restaurant receipt |
| Parking | Fully reimbursed up to $25.00 must have receipt if cost exceeds $25.00 |
| Luggage | Fully reimbursed up to $35.00 with receipt |
| Airline Ticket (must purchase refundable or transferrable) | Fully reimbursed with receipt |
| Rental Car when ground transportation is not available | Fully reimbursed with receipt |

School policy can be followed but when using federal funds the policy that is most restrictive is required.

When traveling out of state to conferences and trainings, expenses are covered for 24 hours previous to the conference registration opening and 24 hours after the conference ends per the agenda.

OK GEARUP does not allow a daily stipend to be paid for national conferences/trainings unless the individual is required by the grant to attend and it is a non-contract day.