



State Travel Allowable Cost effective **January 1, 2024**

EXPENSE	ALLOWABLE RATE
Mileage (personal vehicle)	.67/ mile
Lodging (over 60 miles from home)	\$110.00 /night OKC; \$107.00/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 \$59.00/day
Taxi / UBER	Fully reimbursed up to \$25.00 must have receipt if cost exceeds \$25.00
Gratuuity (taxi/restaurant)	Can only be 20% 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 up to cost of agency purchased ticket
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 the day before the conference begins and the day after the conference ends.
- 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.