

STATE OF OKLAHOMA

2nd Session of the 44th Legislature (1994)

HOUSE BILL NO. 2322

By: Hefner

AS INTRODUCED

An Act relating to state travel and reimbursement; amending 74 O.S. 1991, Sections 500.4, 500.8, as amended by Section 2, Chapter 219, O.S.L. 1992 and 500.9, as amended by Section 3, Chapter 219, O.S.L. 1992 (74 O.S. Supp. 1993, Sections 500.8 and 500.9), which relate to the State Travel and Reimbursement Act; modifying authorized rate of reimbursement for mileage expense; modifying provisions for maximum authorized per diem; providing for lodging reimbursement at actual costs; modifying requirements with respect to receipts for reimbursement purposes; providing an effective date; and declaring an emergency.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. AMENDATORY 74 O.S. 1991, Section 500.4, is amended to read as follows:

Section 500.4 A. Authorized persons traveling on official state business within the State of Oklahoma may utilize railroads, airplanes, buses, whether intracity or intercity, or other public conveyance. Reimbursement for fares paid for airplane transportation shall not exceed coach class fare. Other public conveyance fares

shall not exceed the normal charge, but in no instance may the fare exceed coach class airplane fare. Taxicab fares within the State of Oklahoma and communication charges may be reimbursed only upon justification as to the necessity for their use.

B. Agency heads or their authorized designees may approve the use of motor vehicles for official travel within the State of Oklahoma. If available, agency owned motor vehicles or motor vehicles leased from the State Motor Pool, either on a full-time basis or for individual trips, shall be utilized for such travel. Reimbursement for use of privately owned motor vehicles may be authorized by the agency head.

C. Reimbursement for authorized use of privately owned motor vehicles shall be ~~twenty-four cents (\$0.24)~~ twenty-seven cents (\$0.27) per mile. Distances for which reimbursement for use of privately owned motor vehicles is claimed shall not exceed distances set forth in the latest Transportation Commission road map. Vicinity travel on official business shall be entered on travel claims as a separate item.

SECTION 2. AMENDATORY 74 O.S. 1991, Section 500.8, as amended by Section 2, Chapter 219, O.S.L. 1992 (74 O.S. Supp. 1993, Section 500.8), is amended to read as follows:

Section 500.8 A reimbursement for meal expenses, per day, while in official travel status, of not to exceed ~~Nineteen Dollars (\$19.00)~~ Thirty-five Dollars (\$35.00) within the State of Oklahoma and ~~Twenty-five Dollars (\$25.00)~~ Forty Dollars (\$40.00) outside the state is authorized. In computing reimbursement for meals a day shall be a period of twenty-four (24) hours. Reimbursement for each one-fourth (1/4) day consisting of six (6) hours or major fraction thereof, more than three (3) hours, may be made at the rate of Four Dollars and seventy-five cents (\$4.75) in state and Six Dollars and twenty-five cents (\$6.25) out of state. Provided, however, that no reimbursement for meals shall be made for periods which do not

include overnight status. If meals and lodging at a meeting, workshop, conference or other object of travel are furnished as a "package plan", reimbursement may be made, based upon a receipt, but at a daily rate of not to exceed the total daily rate provided in this act.

SECTION 3. AMENDATORY 74 O.S. 1991, Section 500.9, as amended by Section 3, Chapter 219, O.S.L. 1992 (74 O.S. Supp. 1993, Section 500.9), is amended to read as follows:

Section 500.9 A. Reimbursement for overnight lodging, while in official travel status, may be made at ~~not to exceed Thirty-five Dollars (\$35.00) or the actual cost, if lower, per night within the State of Oklahoma and not to exceed Thirty-five Dollars (\$35.00) or the actual cost, if lower, per night out of state~~ thereof except as provided in subsections C, D and F of this section and Section 500.9A of this title. ~~Receipts issued by the hotel, motel or other public lodging place shall accompany claims for reimbursement.~~

B. A per diem allowance in lieu of subsistence may be authorized by a travel claim issued in accordance with Section 500.3 of this title, which shall include all charges for meals and lodging. Not to exceed ~~Twenty-nine Dollars (\$29.00)~~ Thirty-five Dollars (\$35.00) per diem may be authorized on the travel claim for the performance of travel within the State of Oklahoma and not to exceed ~~Thirty-five Dollars (\$35.00)~~ Forty Dollars (\$40.00) per diem may be authorized for the performance of travel outside the State of Oklahoma. In computing the per diem allowance, a day shall be a period of twenty-four (24) hours. Reimbursement for each one-fourth (1/4) day consisting of six (6) hours or major fraction thereof, more than three (3) hours, may be made at the rate of Seven Dollars and twenty-five cents (\$7.25) in state and Eight Dollars and seventy-five cents (\$8.75) out of state. Provided, however, that no per diem shall be allowed pursuant to this section for periods of less than overnight in travel status. Reimbursement for expenses

other than meals and lodging may also be made in accordance with the provisions of this act.

C. State officers or employees attending meetings, workshops, conferences or other objectives of trips which are conducted at a designated hotel, motel or other public lodging place or where lodging has been arranged for by the blocking of rooms or by rate reductions for the participants by the sponsor as evidenced by the announcement or notice of the meeting, workshop, conference or other objective shall be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel or other public lodging place, provided that said officials or employees are in official travel status approved by the agency head or his designee. Provided further, those state officers or employees attending meetings, workshops, conferences or other objectives of trips, which are conducted at a designated hotel, motel or other public lodging place as provided by this subsection, who choose to acquire less expensive lodging at another hotel, motel or other public lodging place shall be reimbursed the actual lodging expense not to exceed the single occupancy room rate charged by the designated hotel, motel or other public lodging place. Provided further, those state officers or employees so choosing this option shall not be reimbursed for local transportation costs incurred traveling between such optional lodging and the designated hotel, motel or other public lodging place. ~~Receipts issued by the hotel, motel or other public lodging place shall accompany claims for reimbursement.~~

D. The Legislature recognizes the existence of areas where the reimbursement is not sufficient to pay lodging costs, and wherein a higher lodging reimbursement should be allowed. It is hereby provided that any state officials or employees in official travel status out of the state in one of the designated high rate geographical areas shall be reimbursed their actual lodging expense

up to a maximum of Sixty Dollars (\$60.00) per night, except as provided in Section 500.9A of this title. The high rate geographical areas are hereby designated as follows:

Anchorage, AK

Atlanta, GA

Baltimore, MD

Boston, MA including all locations within Middlesex, Norfolk and Suffolk Counties

Chicago, IL including all locations within Lake and Cook Counties

Dallas and Fort Worth, TX including all locations within Dallas and Tarrant Counties

Denver, CO including all locations within Denver, Adams, Arapahoe and Jefferson Counties

Detroit, MI

Honolulu, HI

Houston, TX including all locations within the corporate limits of Houston

Kansas City, MO and Kansas City, KS

Los Angeles, CA including all locations within Los Angeles, Orange and Ventura Counties

Miami, FL including all locations within Dade, Broward, Palm Beach and Monroe Counties

Minneapolis-St. Paul, MN including all locations within Anoka, Hennepin and Ramsey Counties

New Orleans, LA including all locations within Jefferson, Orleans, Plaquemines and St. Bernard Parishes

New York, NY including all locations within the boroughs of the Bronx, Brooklyn, Manhattan, Queens and Staten Island and the counties of Nassau and Suffolk

Newark, NJ including all locations within Bergen, Essex, Hudson, Passaic and Union Counties

Philadelphia, PA including all locations within Philadelphia and  
Bala Cynwyd, PA

Pittsburgh, PA

St. Louis, MO

San Diego, CA including all locations within San Diego County

San Francisco and Oakland, CA including all locations within San  
Francisco and Alameda Counties

San Jose, CA including all locations within Santa Clara County

Seattle, WA including all locations within King County

Washington, DC including all locations within the corporate  
limits of Washington, DC, the cities of Alexandria, Falls Church and  
Fairfax, and the counties of Arlington, Loudoun and Fairfax in  
Virginia, and the counties of Montgomery and Prince Georges in  
Maryland.

E. State officers and employees who have been required to  
attend hearings or meetings of any congressional committee or  
subcommittee or any federal agency, board or commission shall be  
reimbursed for their actual and necessary travel and lodging  
expenses; however, the agency head must approve any claims in  
connection with such expenses.

F. Reimbursement for meals and lodging on out-of-state trips  
shall not begin more than twenty-four (24) hours before the meeting,  
workshop, conference or other objective of trip begins and shall not  
continue more than twenty-four (24) hours after said meeting,  
workshop, conference or other objective of trip ends.

G. Reimbursement for meals and lodging incurred in official  
travel in areas outside of the United States to implement the  
objectives of contracts, grants, agreements or gifts for which funds  
from these sources are furnished shall be reimbursed from said funds  
at actual cost not to exceed the amount authorized United States  
Government employees in its periodical publication entitled

"Standard Regulations (Government Civilians, Foreign Areas),  
Department of State, Washington, DC".

H. Claims submitted to the Director of State Finance for payment under the provisions of this section shall be certified to by the principal fiscal officer or contract and grant administrator of each agency. Such officer shall certify that such claim complies with and is authorized under this section.

SECTION 4. This act shall become effective July 1, 1994.

SECTION 5. It being immediately necessary for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, by reason whereof this act shall take effect and be in full force from and after its passage and approval.

44-2-7880

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