

STATE OF OKLAHOMA

2nd Session of the 58th Legislature (2022)

COMMITTEE SUBSTITUTE
FOR

HOUSE BILL NO. 4141

By: May

COMMITTEE SUBSTITUTE

An Act relating to public health and safety; amending
63 O.S. 2021, Section 1-218.1, which relates to
travel expenses; modifying authorization requirement;
and providing an effective date.

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

SECTION 1. AMENDATORY 63 O.S. 2021, Section 1-218.1, is
amended to read as follows:

Section 1-218.1 A. Upon direction of the director of a
city-county health department, ~~with approval of the board of county~~
~~commissioners of the county,~~ employees of such city-county health
department may be reimbursed for use of their personally owned
automobiles while performing their duties on official business for
the Department at a rate not to exceed that allowed for mileage to
state employees. Travel claims for reimbursement on a mileage basis
shall be accompanied by a detailed statement showing an adequate

1 basis for computing the miles of travel and the purpose for the
2 travel, and may be paid from any funds available for that purpose.

3 B. Subject to the limitations and procedures provided by this
4 section, approved employees of a city-county health department may
5 purchase materials, supplies, or services necessary for travel out
6 of the county in which the city-county health department operates by
7 use of one or more credit cards issued to the city-county health
8 department. Purchases made with the credit cards shall be limited
9 to actual expenses for travel out of the county by employees in the
10 performance of their official duties. For purposes of this section,
11 "actual expenses for travel" shall mean expenses for travel by
12 public or private railroads, airplanes, buses, rental cars, or other
13 public or private conveyances, fuel, oil, meals, lodging, parking
14 fees, or telephone expenses.

15 C. The city-county health department shall encumber sufficient
16 funds each month to pay for the estimated charges made with the
17 cards including any annual or other fee owed for use of the cards.
18 Payment for charges incurred on any card shall be made in a timely
19 manner so that no interest charges or penalties accrue and so that
20 the total payment amount corresponds to the balance of charges for
21 purchases in addition to any applicable annual fee or service
22 charge.

23 D. All receipts for charges made by use of any card issued to a
24 city-county health department shall be maintained to facilitate

1 accurate records of total monthly expenditures for which the city-
2 county health department shall be obligated.

3 E. Employees who make credit purchases with credit cards issued
4 to a city-county health department shall immediately and accurately
5 document the expenditures on a form prepared by the State Auditor
6 and Inspector, attaching receipts and a written explanation of each
7 expenditure as to the date, case number, or other identification
8 number, area or location, reason for expenditure and amount
9 expended. A copy of the form shall be submitted to the director of
10 the city-county health department for approval and the original form
11 shall be attached to the purchase order and shall be submitted for
12 payment. A copy of the form shall be retained for the records of
13 the city-county health department.

14 F. An employee of the city-county health department shall not
15 receive any reimbursement pursuant to the provisions of subsection A
16 of this section for any expenses for which a credit card issued
17 pursuant to the provisions of this section has been used.

18 SECTION 2. This act shall become effective November 1, 2022.
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