

1 **HOUSE OF REPRESENTATIVES - FLOOR VERSION**

2 STATE OF OKLAHOMA

3 2nd Session of the 58th Legislature (2022)

4 HOUSE BILL 4188

 By: Boatman of the House

5 and

6 **Stanley** of the Senate

7
8
9 AS INTRODUCED

10 An Act relating to state government; amending 74 O.S.
11 2021, Sections 500.2, 500.4, 500.5, 500.8, 500.9,
12 500.11, 500.15, 500.16 and 500.18, which relate to
13 the State Travel Reimbursement Act; clarifying
14 language; modifying reimbursement for distances;
15 removing travel by leased automobile; modifying
16 method of computing per diem; modifying reimbursement
17 for overnight lodging and out-of-state trips;
18 modifying submission of claims; modifying exemptions;
19 repealing 74 O.S. 2021, Section 500.17, which relates
20 to the review of travel expenditures; and providing
21 an effective date.

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

23 SECTION 1. AMENDATORY 74 O.S. 2021, Section 500.2, is
24 amended to read as follows:

 Section 500.2 A. Officials and employees of the state,
traveling on authorized state business, may be reimbursed for
expenses incurred in such travel in accordance with the provisions

1 of the State Travel Reimbursement Act and existing statutes relating
2 to state travel. Persons who are not state employees, but who are
3 performing substantial and necessary services to the state which
4 have been directed or approved by the appropriate department
5 official, shall enjoy the protection of the sovereign immunity of
6 the state to the same extent as a paid employee. Such persons may
7 be reimbursed for expenses incurred during authorized official
8 travel under these same statutory provisions, 7; provided, it is
9 indicated on the claim the person is not a state employee, a
10 description of services performed is entered, and the agency head by
11 approval of the claim certifies such services were substantial and
12 necessary, and germane to the duties and functions of the
13 reimbursing agency. Travel expenses incurred by a person during the
14 course of seeking employment with a state agency, unless such travel
15 is performed at the request of the employing agency, shall not be
16 considered expenses incurred in performing substantial and necessary
17 services to the state and shall not be reimbursed under the
18 provisions of the State Travel Reimbursement Act.

19 B. The chief administrative officer of the Department of Public
20 Safety, the Oklahoma State Bureau of Investigation, the Oklahoma
21 State Bureau of Narcotics and Dangerous Drugs Control, the Military
22 Department of the State of Oklahoma, the Department of Corrections,
23 the Office of Management and Enterprise Services, the Alcoholic
24 Beverage Laws Enforcement Commission, the Oklahoma Department of

1 Agriculture, Food, and Forestry, the Oklahoma Department of
2 Emergency Management, the State Fire Marshal, and the State
3 Department of Health may arrange for and charge meals and lodging
4 for a contingent of state personnel moved into an area for the
5 purpose of preserving the public health, safety, or welfare or for
6 the protection of life or property. The cost for meals or lodging
7 so charged shall not exceed the amount authorized in the State
8 Travel Reimbursement Act. The chief administrative officer of each
9 agency involved in such an operation shall require the vendor
10 furnishing meals, lodging, or both meals and lodging to submit an
11 itemized statement for payment. When a claim for lodging is made
12 for a contingent of state personnel, individual members of the
13 contingent may not submit a claim for lodging. When a claim for
14 meals is made for a contingent of state personnel, individual
15 members of the contingent may not submit a claim for meals.

16 C. The Oklahoma Department of Commerce, the Oklahoma Center for
17 the Advancement of Science and Technology, and the Oklahoma
18 Department of Agriculture, Food, and Forestry are hereby authorized
19 to enter into contracts and agreements for the payment of food,
20 lodging, meeting facility and beverage expenses as may be necessary
21 for sponsoring seminars and receptions relating to economic
22 development and science and technology issues. Such expenses may be
23 paid directly to the contracting agency or business establishment.
24 The Director of the Oklahoma Department of Commerce, the President

1 of the Oklahoma Center for the Advancement of Science and
2 Technology, and the Commissioner of Agriculture shall each provide a
3 quarterly report of such expenditures to the Governor, the Speaker
4 of the House of Representatives and the President Pro Tempore of the
5 Senate.

6 D. The Native American Cultural and Educational Authority is
7 hereby authorized to enter into contracts and agreements for the
8 payment of food, lodging, and meeting facility as may be necessary
9 to pursue the promotion of fundraising, marketing, and development
10 of Native American educational programs and cultural projects, or to
11 sponsor luncheons, seminars, and receptions relating to Native
12 American educational, cultural, museum, and economic development
13 issues. Such expenses may be paid directly to the contracting
14 agency or business establishment. The Executive Director of the
15 Native American Cultural and Educational Authority shall provide a
16 monthly report of expenditures to the Native American Cultural and
17 Educational Authority Board.

18 E. For purposes of this section:

19 1. "State agency" means any constitutionally or statutorily
20 created state board, commission, or department, including the
21 Legislature and the Courts;

22 2. State agencies are authorized to enter into contracts and
23 agreements for the payment of food and lodging expenses as may be
24 necessary for employees or other persons who are performing

1 substantial and necessary services to the state by attending
2 official conferences, meetings, seminars, workshops, or training
3 sessions or in the performance of their duties. Such expenses may
4 be paid directly to the contracting agency or business
5 establishment; 7 provided the meeting qualifies for overnight travel
6 for the employees and the cost for food and lodging for each
7 employee shall not exceed the total daily rate as provided in the
8 State Travel Reimbursement Act;

9 3. State agencies are authorized to enter into contracts and
10 agreements for the payment of conference registration expenses as
11 may be necessary for employees or other persons who are performing
12 substantial and necessary services to the state by attending
13 official conferences, meetings, seminars, workshops, or training
14 sessions. Such expenses may be paid directly to the contracting
15 agency or business establishment; and

16 4. State agencies are authorized to enter into contracts and
17 agreements for the payment of food and lodging expenses as may be
18 necessary for employees attending an official course of instruction
19 or training conducted or sponsored by any state agency. Expenses
20 may be paid directly to the contracting agency or business
21 establishment. The cost for food and lodging for each employee
22 shall not exceed the total daily rate as provided in the State
23 Travel Reimbursement Act.

24

1 F. State agencies are authorized to make direct purchases of
2 commercial airline tickets for use by employees in approved out-of-
3 state travel. Each claim or invoice submitted to the Director of
4 the Office of Management and Enterprise Services for the payment of
5 the purchase shall bear the airline identifying ticket number, the
6 name of the airline, total cost of each ticket purchased, class of
7 accommodation and name of the employee for whom the ticket was
8 purchased, and shall be filed on claim forms as prescribed by the
9 Director of the Office of Management and Enterprise Services. The
10 employee shall sign an affidavit stating that the employee used a
11 direct purchase commercial airline ticket received for his or her
12 approved out-of-state travel, or in lieu of the affidavit, the
13 employee may file a travel claim in connection with said airline
14 flight.

15 G. 1. The Director of the Office of Management and Enterprise
16 Services is hereby authorized to enter into contracts and agreements
17 for the payment of food, lodging, and other authorized expenses as
18 may be necessary to host, conduct, sponsor, or participate in
19 conferences, meetings, or training sessions. The Director may
20 establish accounts as necessary for the collection and distribution
21 of funds, including funds of sponsors and registration fees, related
22 to such conferences, meetings, and training sessions. Expenses
23 incurred may be paid directly to the contracting agency or business
24 establishment.

1 2. The cost of food for persons attending any conferences,
2 meetings, and training sessions that do not require overnight travel
3 shall not exceed the total daily rate as provided in the State
4 Travel Reimbursement Act.

5 H. 1. The Commissioner of the Department of Mental Health and
6 Substance Abuse Services is hereby authorized to enter into
7 contracts and agreements for the payment of food, lodging, and other
8 authorized expenses as may be necessary to host, conduct, sponsor,
9 or participate in conferences, meetings, or training sessions. The
10 Commissioner may establish accounts as necessary for the collection
11 and distribution of funds, including funds of sponsors and
12 registration fees, related to such conferences, meetings, and
13 training sessions. Any expenses incurred may be paid directly to
14 the contracting agency or business establishment.

15 2. The cost of food for persons attending any conferences,
16 meetings, and training sessions that do not require overnight travel
17 shall not exceed the total daily rate as provided in the State
18 Travel Reimbursement Act.

19 I. The Oklahoma Indigent Defense System is hereby authorized to
20 enter into contracts and agreements for the payment of lodging as
21 necessary for employees to carry out their duties in representing
22 any client whom the System has been properly appointed to represent.
23 Such expenses may be paid directly to the contracting agency or
24 business establishment. The cost for lodging for each employee

1 shall not exceed the daily rate as provided in the State Travel
2 Reimbursement Act.

3 J. The Oklahoma Tourism and Recreation Department is hereby
4 authorized to enter into contracts and agreements for the payment of
5 food, lodging, and meeting facility and beverage expenses as may be
6 necessary for seminars and receptions relating to familiarization
7 tours and tourism development. The expenses may be paid directly to
8 the contracting agency or business establishment. The Executive
9 Director of the Oklahoma Tourism and Recreation Department shall
10 provide a monthly report of any such expenditures to the Oklahoma
11 Tourism and Recreation Commission.

12 K. The Oklahoma Tourism and Recreation Department is hereby
13 authorized to enter into contracts and agreements for the payment of
14 exhibitor fees and display space charges at expositions to promote
15 the Department's recreational facilities and the tourism and
16 recreation industry. The expenses may be paid directly to the
17 contracting agency or business establishment; provided that no
18 payment shall be made prior to the event unless it conveys a
19 property right to the state for future availability and use.

20 L. 1. The Oklahoma Highway Safety Office of the Department of
21 Public Safety is hereby authorized to enter into contracts and
22 agreements for the payment of food, lodging, and other authorized
23 expenses as may be necessary, to host, conduct, sponsor, or
24 participate in highway-safety-related conferences, workshops,

1 seminars, meetings, or training sessions. The payments shall be for
2 all persons in attendance, including, but not limited to, employees
3 of political subdivisions or employees of the state or federal
4 government. For purposes specified in this paragraph, only federal
5 highway safety funds may be used in accordance with federal
6 guidelines and regulations, and no appropriated state funds shall be
7 used.

8 2. The cost of food for persons attending any highway safety
9 conferences, workshops, seminars, meetings, and training sessions
10 that do not require overnight travel shall not exceed the total
11 daily rate as provided in the State Travel Reimbursement Act.

12 M. 1. The Director of the Oklahoma State Bureau of
13 Investigation is hereby authorized to enter into contracts and
14 agreements for the payment of food, lodging and other authorized
15 expenses as may be necessary to host, conduct, sponsor or
16 participate in any conference, meeting, training session or
17 initiative to promote the mission and purposes of the Bureau. The
18 payments may be for all persons in attendance, including, but not
19 limited to, employees of political subdivisions or employees of the
20 state or federal government.

21 2. The cost of food for persons that do not require overnight
22 travel shall not exceed the total daily rate as provided in the
23 State Travel Reimbursement Act.

1 N. The Oklahoma Homeland Security Director is hereby authorized
2 to enter into contracts and agreements for the payment of food,
3 lodging and other authorized expenses as may be necessary to host,
4 conduct, sponsor, or participate in homeland-security-related
5 conferences, meetings, workshops, seminars, exercises or training
6 sessions. The expenses may be paid directly to the contracting
7 agency or business establishment.

8 O. The State Department of Education is hereby authorized to
9 enter into contracts and agreements for the payment of food, lodging
10 and other authorized expenses as may be necessary to host, conduct,
11 sponsor or participate in conferences, meetings or training
12 sessions. The State Department of Education may establish accounts
13 as necessary for the collection and distribution of funds, including
14 funds of sponsors and registration fees, related to such
15 conferences, meetings and training sessions. Any expenses incurred
16 may be paid directly to the contracting agency or business
17 establishment.

18 P. 1. The Insurance Commissioner of the Insurance Department
19 of the State of Oklahoma is hereby authorized to enter into
20 contracts and agreements for the payment of food, lodging, and other
21 authorized expenses as may be necessary to host, conduct, sponsor,
22 or participate in conferences, meetings, or training sessions. The
23 Commissioner may establish accounts as necessary for the collection
24 and distribution of funds, including funds of sponsors and

1 registration fees, related to such conferences, meetings, and
2 training sessions. Any expenses incurred may be paid directly to
3 the contracting agency or business establishment.

4 2. The cost of food for persons attending any conferences,
5 meetings, and training sessions that do not require overnight travel
6 shall not exceed the total daily rate as provided in the State
7 Travel Reimbursement Act.

8 Q. 1. The State Regents for Higher Education is hereby
9 authorized to enter into contracts and agreements for the payment of
10 food, lodging, and other authorized expenses as may be necessary to
11 host, conduct, sponsor, or participate in conferences, meetings, or
12 training sessions. The State Regents for Higher Education may
13 establish accounts as necessary for the collection and distribution
14 of funds, including funds of sponsors and registration fees, related
15 to such conferences, meetings, and training sessions. Any expenses
16 incurred may be paid directly to the contracting agency or business
17 establishment.

18 2. The cost of food for persons attending any conferences,
19 meetings, and training sessions that do not require overnight travel
20 shall not exceed the total daily rate as provided in the State
21 Travel Reimbursement Act.

22 R. 1. The Office of Educational Quality and Accountability is
23 hereby authorized to enter into contracts and agreements for the
24 payment of food, lodging, and other authorized expenses as may be

1 necessary to host, conduct, sponsor, or participate in conferences,
2 meetings, or training sessions. The Office of Educational Quality
3 and Accountability may establish accounts as necessary for the
4 collection and distribution of funds, including funds of sponsors
5 and registration fees, related to such conferences, meetings, and
6 training sessions. Any expenses incurred may be paid directly to
7 the contracting agency or business establishment.

8 2. The cost of food for persons attending any conferences,
9 meetings, and training sessions that do not require overnight travel
10 shall not exceed the total daily rate as provided in the State
11 Travel Reimbursement Act.

12 S. 1. The Department of Securities is hereby authorized to
13 enter into contracts and agreements for the payment of food,
14 lodging, meeting facility, facilitator fees and travel expenses,
15 exhibitor fees and other authorized expenses as may be necessary to
16 host, conduct, sponsor or participate in conferences, meetings,
17 training sessions or initiatives promoting or otherwise relating to
18 investor education. The Department of Securities may establish
19 accounts as necessary for the collection and distribution of funds,
20 including funds of sponsors and registration fees, ~~relating~~ related
21 to such conferences, meetings, training sessions or initiatives.
22 The payments may be for all persons in attendance, including, but
23 not limited to, employees of the state or federal government or
24 employees of political subdivisions of the state, including

1 employees of boards of public education. Expenses incurred may be
2 paid directly to the contracting agency or business establishment.

3 2. The cost of food for persons attending any conferences,
4 meetings and training sessions that do not require overnight travel
5 shall not exceed the total daily rate as provided in the State
6 Travel Reimbursement Act.

7 3. The Department of Securities is hereby authorized to pay
8 stipends to teachers participating in the investor education program
9 and monetary achievement awards to select participating students.
10 No appropriated state funds shall be used.

11 T. 1. The Oklahoma Department of Veterans Affairs is hereby
12 authorized to enter into contracts and agreements for the payment of
13 food, lodging, meeting facility, beverage and other authorized
14 expenses as may be necessary to host, conduct, sponsor or
15 participate in seminars, receptions, conferences, meetings or
16 training sessions ~~relating~~ related to the support of veterans and
17 the development of veterans' services. Expenses incurred may be
18 paid directly to the contracting agency or business establishment.
19 The Executive Director of the Oklahoma Department of Veterans
20 Affairs shall provide a monthly report of any such expenditures to
21 the Oklahoma Veterans Commission.

22 2. The cost of food for persons attending any conferences,
23 meetings and training sessions that do not require overnight travel
24

1 shall not exceed the total daily rate as provided in the State
2 Travel Reimbursement Act.

3 U. Whenever possible it shall be the policy of each state
4 agency to prepay airline fares and lodging expenses using a purchase
5 card issued to the agency. This policy shall apply to instances
6 where employees of the agency are traveling on behalf of state
7 government.

8 SECTION 2. AMENDATORY 74 O.S. 2021, Section 500.4, is
9 amended to read as follows:

10 Section 500.4 A. Authorized persons traveling on official
11 state business within the State of Oklahoma may utilize railroads,
12 airplanes, buses, whether intracity or intercity, or other public
13 conveyance. Reimbursement for fares paid for airplane
14 transportation shall not exceed coach class fare except as provided
15 herein. Reimbursement for fares paid for airplane transportation
16 may be at the business class fare rate for international travel.
17 Other public conveyance fares shall not exceed the lesser of the
18 normal charge or coach class airplane fare. Taxicab or rideshare
19 fares within the State of Oklahoma and communication charges may be
20 reimbursed only upon justification as to the necessity for their
21 use.

22 B. Agency heads or their authorized designees may approve the
23 use of motor vehicles for official travel within the State of
24 Oklahoma. If available, agency owned motor vehicles or motor

1 vehicles leased from the State Motor Pool, either on a full-time
2 basis or for individual trips, shall be utilized for such travel.
3 Reimbursement for use of privately owned motor vehicles may be
4 authorized by the agency head.

5 C. Reimbursement for authorized use of privately owned motor
6 vehicles shall not exceed the amount prescribed by the Internal
7 Revenue Code of 1986, as amended, or rules, procedures or other
8 action by the Internal Revenue Service, for use in determining the
9 standard mileage rate allowed for a business expense deduction.
10 Distances for which reimbursement for use of privately owned motor
11 vehicles is claimed shall be actual business miles based on a
12 recognized Global Positioning System (GPS) or based on map and
13 vicinity business mileage.

14 SECTION 3. AMENDATORY 74 O.S. 2021, Section 500.5, is
15 amended to read as follows:

16 Section 500.5 A. Reimbursement for automobiles ~~leased or~~
17 rented within this state from ~~so-called~~ car rental agencies or
18 private parties, to be used in lieu of a privately owned vehicle on
19 official business for the state, shall not exceed the rate provided
20 for the use of a privately owned automobile.

21 B. The actual cost of ~~leasing or~~ renting an automobile outside
22 of this state to be used on official business for the state shall be
23 reimbursed subject to the approval of the agency head or authorized
24 designee.

1 SECTION 4. AMENDATORY 74 O.S. 2021, Section 500.8, is
2 amended to read as follows:

3 Section 500.8 ~~A reimbursement in lieu of meal expenses, per~~
4 ~~day, while in official travel status, per diem~~ in an amount
5 authorized by the ~~provisions of the Internal Revenue Code of 1986,~~
6 ~~as amended, for deductibility of expenses for travel while away from~~
7 ~~home without additional documentation within the State of Oklahoma~~
8 ~~and outside the state is authorized~~ federal Government Services
9 Administration (GSA) in its Federal Travel Regulation (FTR) 42 C.F.R
10 Section 300-1.1 et seq. and as updated in its FTR Bulletins is
11 authorized while in travel status. In computing per diem
12 reimbursement ~~for meals~~ a day shall be a ~~period of twenty four (24)~~
13 ~~hours~~ calendar day. Reimbursement ~~for each one-fourth (1/4) day~~
14 ~~consisting of six (6) hours or major fraction thereof, more than~~
15 ~~three (3) hours, may be made at the rate of one-fourth (1/4) of the~~
16 ~~daily allowable rate.~~ The first and last days of travel shall be
17 paid at a rate of seventy-five percent (75%) of the full-day per
18 diem. Provided, however, that no ~~reimbursement for meals per diem~~
19 shall be made for periods which do not include overnight status. If
20 meals and lodging at a meeting, workshop, conference or other object
21 of travel are furnished as a "package plan", reimbursement may be
22 made, based upon a receipt, but at a daily rate of not to exceed the
23 total daily rate provided in this act.

1 SECTION 5. AMENDATORY 74 O.S. 2021, Section 500.9, is
2 amended to read as follows:

3 Section 500.9 A. Reimbursement for overnight lodging, while in
4 official travel status, may be made at ~~not to exceed~~ an amount
5 authorized by the provisions of the ~~Internal Revenue Code of 1986,~~
6 ~~as amended, for deductibility of expenses~~ federal Government
7 Services Administration (GSA) in its Federal Travel Regulation (FTR)
8 42 CFR Section 300-1.1 et seq. and as updated in its FTR Bulletins
9 for travel while away from home without additional documentation or
10 the actual cost, if lower, per night except as provided in
11 subsections B, C, ~~D~~, ~~F~~ E, and ~~H~~ G of this section and Section 500.9A
12 of this title. Receipts issued by the hotel, motel or other public
13 lodging place shall accompany claims for reimbursement.

14 B. ~~A per diem allowance for meals and incidental expenses may~~
15 ~~be authorized by a travel claim issued in accordance with Section~~
16 ~~500.3 of this title, which shall include all charges for meals and~~
17 ~~incidental expenses. Not to exceed an amount authorized by the~~
18 ~~provisions of the Internal Revenue Code of 1986, as amended, for~~
19 ~~deductibility of expenses for travel while away from home without~~
20 ~~additional documentation may be authorized on the travel claim for~~
21 ~~the performance of travel within the State of Oklahoma. In~~
22 ~~computing the per diem allowance, a day shall be a period of twenty-~~
23 ~~four (24) hours. Reimbursement for each one-fourth (1/4) day~~
24 ~~consisting of six (6) hours or major fraction thereof, more than~~

1 ~~three (3) hours, may be made at the rate of the daily allowable~~
2 ~~rate. When a traveler has lodging provided at no cost to the state,~~
3 ~~a ten-dollar lodging per diem allowance may be claimed in addition~~
4 ~~to the meals and incidental expenses per diem allowance. Provided,~~
5 ~~however, that no per diem shall be allowed pursuant to this section~~
6 ~~for periods of less than overnight in travel status. Reimbursement~~
7 ~~for expenses other than meals and lodging may also be made in~~
8 ~~accordance with the provisions of this act.~~

9 ~~C.~~ State officers or employees attending meetings, workshops,
10 conferences or other objectives of trips which are conducted at a
11 designated hotel, motel or other public lodging place or where
12 lodging has been arranged for by the blocking of rooms or by rate
13 reductions for the participants by the sponsor as evidenced by the
14 announcement or notice of the meeting, workshop, conference or other
15 objective shall be reimbursed the actual lodging expense not to
16 exceed the single occupancy room rate charged by the designated
17 hotel, motel or other public lodging place~~r~~; provided, that the
18 officials or employees are in official travel status approved by the
19 agency head or designee. Provided further, those state officers or
20 employees attending meetings, workshops, conferences or other
21 objectives of trips, which are conducted at a designated hotel,
22 motel or other public lodging place as provided by this subsection,
23 who choose to acquire less expensive lodging at another hotel, motel
24 or other public lodging place shall be reimbursed the actual lodging

1 expense not to exceed the single occupancy room rate charged by the
2 designated hotel, motel or other public lodging place. Provided
3 further, those state officers or employees so choosing this option
4 shall be reimbursed for local transportation costs incurred
5 traveling between such optional lodging and the designated hotel,
6 motel or other public lodging place not to exceed the difference
7 between the cost of the designated lodging and the cost of the
8 optional lodging. Receipts issued by the hotel, motel or other
9 public lodging place shall accompany claims for reimbursement.

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

16 ~~E.~~ D. Reimbursement for meals and lodging on out-of-state trips
17 shall not begin more than ~~twenty-four (24) hours~~ one (1) calendar
18 day before the meeting, workshop, conference or other objective of
19 trip begins and shall not continue more than ~~twenty-four (24) hours~~
20 one (1) calendar day after said meeting, workshop, conference or
21 other objective of trip ends. This twenty-four-hour limit shall
22 also apply for in-state travel when the agency determines that
23 travel is of a duration where overnight travel prior to or after the
24 trip objective would be necessary.

1 ~~F.~~ E. Reimbursement for meals and lodging incurred in official
2 travel in areas outside of the United States to implement the
3 objectives of contracts, grants, agreements or gifts for which funds
4 from these sources are furnished shall be reimbursed from said funds
5 at actual cost not to exceed the amount authorized for United States
6 Government employees in its periodical publication entitled
7 "Standard Regulations (Government Civilians, Foreign Areas),
8 Department of State, Washington, DC". Provided, however,
9 reimbursement for travel to points outside of the United States,
10 whether performed under authority of contract, grant, agreement or
11 otherwise, shall not begin more than ~~forty-eight (48) hours~~ two (2)
12 calendar days before or end more than ~~forty-eight (48) hours~~ two (2)
13 calendar days after the objective of the trip.

14 ~~G.~~ F. Claims submitted to the Director of the Office of
15 Management and Enterprise Services for payment under the provisions
16 of this section shall be certified to by the principal fiscal
17 officer or contract and grant administrator of each agency. Such
18 officer shall certify that such claim complies with and is
19 authorized under this section.

20 ~~H.~~ G. The Director of the Office of Management and Enterprise
21 Services may authorize reimbursement for overnight lodging while in
22 official travel status within the State of Oklahoma at a rate of up
23 to one hundred fifty percent (150%) of the amount authorized in
24 subsection A of this section if it is determined that no lodging was

1 available at the maximum rate set out in subsection A of this
2 section. Prior to authorizing such payment, the state officer or
3 employee shall certify the efforts made to obtain lodging at the
4 rate set out in subsection A of this section and the reasons why
5 such lodging was not available within a reasonable distance from the
6 state officer's or employee's work location.

7 SECTION 6. AMENDATORY 74 O.S. 2021, Section 500.11, is
8 amended to read as follows:

9 Section 500.11 A. Authorized persons traveling on official
10 state business outside of the State of Oklahoma may utilize
11 appropriate forms of transportation, including but not limited to,
12 common carriers, transit system carriers, state owned or privately
13 owned motor vehicles or airplanes, contract rental motor vehicles,
14 commuter airplanes, or transportation by private parties to reach
15 their destinations.

16 B. 1. Except as otherwise provided by this section,
17 reimbursement for out of state transportation costs as authorized by
18 this section shall not exceed the normal charge for the type of
19 transportation used, but in no instance shall reimbursement for
20 transportation used in lieu of commercial airplane exceed the cost
21 of coach or economy class air fare.

22 2. Reimbursement for travel by commercial airplane on a first-
23 class basis may be made if coach or economy class space is not
24

1 available within a reasonable time and is justified by attachment to
2 claim for reimbursement.

3 3. Claims for reimbursement for transportation by commercial
4 airline shall be accompanied by the passenger's ~~duplicate of airline~~
5 ~~ticket, or other~~ airline receipt which includes information as to
6 class of accommodation for which reimbursement is claimed.

7 4. If commuter airlines are the only airlines available to
8 reach a destination, reimbursement for transportation used in lieu
9 of commuter air fare shall not exceed the cost of the commuter air
10 fare.

11 C. Reimbursement for authorized use of privately owned motor
12 vehicles or vehicles from motor vehicle rental agencies used for
13 out-of-state travel shall be limited to the actual cost for such
14 vehicle but in no instance shall reimbursement for such vehicle
15 exceed the cost for commercial coach or economy class air fare or
16 commuter air fare, whichever is appropriate. Distances for which
17 reimbursement for use of privately owned motor vehicles or vehicles
18 from vehicle rental agencies is claimed shall not exceed distances
19 as computed by a Global Positioning System (GPS) or based on map and
20 vicinity business mileage set forth in a recognized published
21 national atlas or road map. Vicinity travel on official business
22 shall be entered on travel claims as a separate item.

23 SECTION 7. AMENDATORY 74 O.S. 2021, Section 500.15, is
24 amended to read as follows:

1 Section 500.15 All claims for reimbursement of travel expenses
2 shall be submitted on the regular authorized form of travel expense
3 claim, and shall be approved by the official or employee performing
4 the travel, and approved by the official or employee designated in
5 Section 34.68 of Title 62 of the Oklahoma Statutes, for the agency
6 in which the employee works. Receipts may be provided to the Office
7 of Management and Enterprise Services in electronic form. ~~No travel~~
8 ~~claim shall be awarded if the filer of the claim has benefited from~~
9 ~~the personal receipt of frequent travel miles unless those miles are~~
10 ~~used to offset future claims against the state.~~

11 SECTION 8. AMENDATORY 74 O.S. 2021, Section 500.16, is
12 amended to read as follows:

13 Section 500.16 ~~Standard blank forms of travel claims to be used~~
14 ~~to carry out the purposes of this act~~ The method, forms, or systems
15 for submitting a travel reimbursement claim shall be prescribed by
16 the Director of the Office of Management and Enterprise Services.

17 SECTION 9. AMENDATORY 74 O.S. 2021, Section 500.18, is
18 amended to read as follows:

19 Section 500.18 A. Except for members of the Legislature, the
20 Governor and the Lieutenant Governor, provisions of Sections 500.1
21 through 500.18 of this title shall be mandatory for all officials
22 and employees of all departments, boards, commissions and
23 institutions of the state, regardless of the provisions of any other
24 act of the Legislature, except as provided by this section. The

1 enactment of any measure in the future providing for travel
2 reimbursement of state officers and employees on the basis of
3 "actual and necessary" expenses or in any other manner inconsistent
4 with Sections 500.1 through 500.18 of this title shall be deemed to
5 provide for reimbursement in accordance with Sections 500.1 through
6 500.18 of this title unless a contrary intent is explicitly
7 expressed in this section. Sections 500.1 through 500.18 of this
8 title shall not apply, however, to travel reimbursements made by
9 political subdivisions of this state, except as otherwise provided
10 by law.

11 B. The agencies listed below are authorized certain exceptions
12 and/or exemptions to the provisions of Sections 500.1 through 500.18
13 of this title to the extent specified:

14 1. Oklahoma Department of Agriculture, Food, and Forestry:

- 15 a. The actual and reasonable expenses of travel and
16 subsistence in pursuing and developing markets for
17 Oklahoma agricultural products incurred by the
18 Commissioner, Deputy Commissioner and such employees
19 designated by the State Board of Agriculture within
20 the marketing development programs of the Oklahoma
21 Department of Agriculture, Food, and Forestry shall be
22 reimbursed to the employee incurring such expenses.
23 Reimbursement of such expenses shall be in accordance
24 with rules adopted by the Board. Expenses claimed

1 shall, prior to reimbursement, be reviewed by the
2 Board at a regular meeting and individually approved
3 or disapproved.

4 b. The actual and necessary expenses of out-of-state
5 travel and subsistence incurred by employees of the
6 Forestry Division authorized to evaluate and acquire
7 federal excess property or surplus property in other
8 states for use in its fire protection program, shall
9 be reimbursed to the employee incurring such expenses.

10 2. Department of Public Safety:

11 When traveling with the Governor or at the Governor's request,
12 personnel assigned by the Commissioner for executive security and
13 pilots on executive assignment shall be allowed their actual and
14 necessary traveling expenses, upon claims approved by the
15 Commissioner.

16 3. Department of Corrections:

17 The Department of Corrections shall be exempt from limitations
18 of reimbursement for rented automobiles, as set forth in Section
19 500.5 of this title, when the rental is by a Correctional Officer or
20 Transportation Officer for the limited purpose of transporting
21 inmates. Reimbursement for the expense shall be on the basis of
22 actual cost.

23 4. Oklahoma Tourism and Recreation Department:
24

1 The Oklahoma Tourism and Recreation Commission and Department
2 staff who promote in-state and out-of-state business for Oklahoma's
3 state-operated or state-owned parks, lodges, and golf courses and
4 the tourism and recreation industry, may be reimbursed for the
5 actual and necessary expense of travel, subsistence and
6 entertainment for this purpose. The Director of the Oklahoma
7 Tourism and Recreation Department may reimburse the Publisher of
8 Oklahoma Today magazine and its staff for expenses for meals and
9 other entertainment in order to gain advertising and promotion for
10 Oklahoma Today magazine.

11 5. Oklahoma Department of Commerce:

12 a. The actual and necessary expenses incurred by the
13 Director and other employees of the Department
14 authorized by the Director for the purpose of business
15 recruitment shall be reimbursed. Reimbursement of
16 expenses shall be in accordance with rules adopted by
17 the Director of the Oklahoma Department of Commerce.
18 Expenses claimed shall, prior to reimbursement, be
19 reviewed by the Director and individually approved or
20 disapproved.

21 b. The Department, at the discretion of the Director, may
22 charter aircraft for the purposes of carrying out its
23 duties and responsibilities related to business
24 recruitment and performing the duties of the Director.

1 The cost of such charter shall be exempt from the
2 provisions of Section 500.6 of this title. Claims
3 filed with the Office of Management and Enterprise
4 Services shall bear the following certification:
5 The best interests of the citizens of Oklahoma were
6 better served in that conventional ground
7 transportation was not practical or feasible for this
8 trip, aircraft from the Department of Public Safety
9 were not available for this trip, and no other claim
10 has been or will be filed as a payment for the cost of
11 transportation in connection with this trip.

12 c. The Oklahoma Department of Commerce may reimburse the
13 Oklahoma Film and Music Office staff for the actual
14 and necessary expenses for meals and other
15 entertainment in order to promote the film and music
16 industries in this state. Reimbursement of all actual
17 and necessary expenses shall be in accordance with
18 rules adopted by the Oklahoma Department of Commerce.

19 6. Office of Management and Enterprise Services:

20 The actual and necessary expenses of travel and subsistence
21 incurred by the Director, any state employee approved by his or her
22 appointing authority, or state officials, for travel outside the
23 state in performance of duties related to bond financing shall be
24 reimbursed to the employee or state official incurring such

1 expenses. Reimbursement for lodging expenses shall be supported by
2 three telephone bids from hotels within a reasonable distance of the
3 activity for which the travel was approved.

4 7. Oklahoma Futures:

5 The actual and necessary expenses incurred by the members of
6 Oklahoma Futures in the performance of their duties shall be
7 reimbursed to the members incurring such expenses. Reimbursement of
8 all actual and necessary expenses shall be in accordance with rules
9 adopted by Oklahoma Futures.

10 8. Oklahoma Development Finance Authority:

11 The actual and necessary expenses incurred by the members and
12 employees of the Oklahoma Development Finance Authority in the
13 performance of their duties shall be reimbursed to the person
14 incurring such expenses. Reimbursement of all actual and necessary
15 expenses shall be in accordance with the bylaws of the Authority.

16 9. Oklahoma Center for the Advancement of Science and
17 Technology:

18 The actual and necessary expenses incurred by the members and
19 employees of the Oklahoma Center for the Advancement of Science and
20 Technology in the performance of their duties shall be reimbursed to
21 the person incurring such expenses. Reimbursement of all actual and
22 necessary expenses shall be in accordance with the bylaws of the
23 Center.

24 10. Center for International Trade Development:

1 The actual and necessary expenses of travel, lodging and
2 subsistence incurred by the Director and authorized employees of the
3 Center for International Trade Development for performance of their
4 duties for the purpose of business recruitment and assistance shall
5 be reimbursed to the person incurring such expenses. Reimbursement
6 of such expenses shall be in accordance with the rules adopted by
7 the Director of the Center for International Trade Development.
8 Expenses claimed shall be reviewed and individually approved or
9 disapproved, prior to reimbursement, first by the Director, and
10 finally by either the Vice President, Business and Finance of
11 Oklahoma State University or the President of Oklahoma State
12 University.

13 11. Oklahoma State Bureau of Investigation:

14 The actual and necessary expenses incurred by the Director and
15 other employees of the Bureau authorized by the Director as a result
16 of conducting investigations shall be reimbursed to each such
17 employee incurring the expenses. Reimbursement of the expenses
18 shall be in accordance with rules adopted by the Director of the
19 Oklahoma State Bureau of Investigation. Prior to reimbursement,
20 expenses claimed shall be reviewed by the Director and individually
21 approved or disapproved.

22 12. Department of Human Services:

23 ~~a.~~ The actual and necessary expenses of travel, lodging
24 and subsistence incurred by employees of the Legal

1 Division in the performance of their duties for the
2 purpose of representing the Department of Human
3 Services or any of its officials, employees,
4 institutions or hospitals at any proceeding including
5 depositions, held before any court, administrative
6 body or representative thereof, shall be reimbursed to
7 the employee incurring such expenses. Expenses
8 claimed shall be approved by the General Counsel and
9 the Director of Human Services prior to reimbursement.

10 ~~b. The Department, at the discretion of the Director, may~~
11 ~~charter aircraft when determined by the Director such~~
12 ~~charter would be more practical or less expensive than~~
13 ~~normal modes of transportation and when aircraft of~~
14 ~~the Department of Public Safety are unavailable. The~~
15 ~~costs of such charter shall be exempt from the~~
16 ~~provisions of Section 500.6 of this title.~~

17 13. Oklahoma Health Care Authority:

18 The actual and necessary expenses of travel, lodging and
19 subsistence incurred by employees of the Legal Division in the
20 performance of their duties for the purpose of representing the
21 Authority or any of its officials or employees, at any proceeding
22 including depositions, held before any court, administrative body or
23 representative thereof, shall be reimbursed to the employee

1 incurring such expenses. Expenses claimed shall be approved by the
2 Administrator prior to reimbursement.

3 14. Oklahoma State Bureau of Narcotics and Dangerous Drugs
4 Control:

5 The actual and necessary expenses incurred by the Director and
6 other employees of the Bureau authorized by the Director as a result
7 of conducting investigations shall be reimbursed to each employee
8 incurring the expenses. Reimbursement of the expenses shall be in
9 accordance with rules adopted by the Director of the Oklahoma State
10 Bureau of Narcotics and Dangerous Drugs Control. Prior to
11 reimbursement, expenses claimed shall be reviewed by the Director
12 and individually approved or disapproved.

13 15. University Hospitals:

14 The actual and necessary expenses of travel, lodging and
15 subsistence incurred by employees of the Legal Office in the
16 performance of their duties for the purpose of representing the
17 University Hospitals or any of its officials, employees,
18 institutions or hospitals at any proceeding including depositions,
19 held before any court, administrative body or representative
20 thereof, shall be reimbursed to the employee incurring such
21 expenses. Expenses shall be approved by the Chief Executive Officer
22 of the University Hospitals or by the University Hospitals
23 Authority.

24 16. Oklahoma Historical Society:

1 The actual and necessary expenses of travel, subsistence and
2 entertainment incurred by the Executive Director, Deputy Director
3 and any employees designated by the Executive Committee of the
4 Oklahoma Historical Society Board of Directors in pursuing and
5 developing programs and projects for the preservation and marketing
6 of Oklahoma history shall be reimbursed to the person incurring the
7 expenses. Reimbursement of expenses shall be in accordance with
8 rules adopted by the Oklahoma Historical Society Board of Directors.
9 Prior to reimbursement, expenses claimed shall be reviewed by the
10 Executive Committee at a regularly scheduled meeting and each claim
11 shall be individually approved or disapproved.

12 17. The Oklahoma Department of Mines:

13 The actual and necessary expenses of travel, lodging and
14 subsistence incurred by employees of the Department in the
15 performance of their duties for the purpose of representing the
16 Department or any of its officials or employees, at any proceeding,
17 hearing or meeting with federal agencies, boards, commissions,
18 congressional representatives, congressional committees or staff,
19 shall be reimbursed to the employee incurring such expenses.
20 Expenses claimed shall be approved by the Executive Director prior
21 to reimbursement.

22 18. The Office of Attorney General:

23 The actual and necessary expenses of travel, lodging and
24 subsistence incurred by its employees in the performance of their

1 duties for the purpose of representing the state, the Legislature,
2 any state board, agency or commission, or any employee or official
3 of the state entitled to representation, at any proceeding including
4 depositions, held before any court, administrative body or any
5 representative thereof, and the actual and necessary expenses
6 incurred by employees as a result of conducting investigations shall
7 be reimbursed to the employee incurring the expenses. The expenses
8 shall be approved by the Attorney General prior to reimbursement.

9 19. District Attorneys Council:

10 The actual and necessary expenses of travel, lodging and
11 subsistence incurred by each district attorney and other employees
12 of the district attorney authorized by the district attorney in the
13 performance of their duties for any district other than the district
14 for which they are employed for the purpose of representing the
15 state, any county, or any employee or official of the state entitled
16 to representation at any proceeding including depositions held
17 before any court, administrative body or any representative of a
18 court or administrative body, and the actual and necessary expenses
19 incurred as a result of conducting investigations shall be
20 reimbursed to each employee incurring the expenses. Reimbursement
21 of the expenses shall be in accordance with rules adopted by the
22 District Attorneys Council. Prior to reimbursement, expenses
23 claimed shall be reviewed by the Council and individually approved
24 or disapproved.

1 20. The Department of Securities:

2 The actual and necessary expenses of travel, lodging and
3 subsistence incurred by the Administrator and other employees of the
4 Department of Securities in the performance of their duties for the
5 purpose of representing the Department of Securities, at any
6 proceeding including depositions, held before any court,
7 administrative body or any representative thereof, conducting on-
8 site examinations, or conducting investigations, shall be reimbursed
9 to each employee incurring the expenses. The expenses shall be
10 approved by the Administrator of the Department of Securities prior
11 to reimbursement.

12 21. Corporation Commission:

13 The actual and necessary travel expenses incurred by the staff
14 of the Public Utility Division as a result of conducting audits
15 and/or reviews of utility service providers shall be reimbursed to
16 each ~~such~~ employee incurring the expense. Reimbursement of the
17 expenses shall be as set forth in procedures established by the
18 appointing authority.

19 22. The Department of Human Services:

20 Employees of the Department of Human Services ~~shall~~ may be
21 reimbursed for their actual and necessary expenses of travel,
22 lodging and ~~subsistence~~ meals and incidentals incurred in the
23 performance of their duties for the purpose of escorting and
24

1 transporting children or adults in the care or custody of the
2 Department, subject to approval by the Department:

- 3 a. for out-of-state visitation, care, treatment and
4 placement of a child welfare client,
- 5 b. for out-of-state treatment for or placement of an
6 adult protective services client,
- 7 c. for out-of-state treatment for or placement of a
8 resident of a state resource center, ~~or~~
- 9 d. for out-of-state treatment for or placement of an
10 individual with a developmental disability who is
11 living in the community in community residential
12 services, or
- 13 e. for meals and incidental expenses necessary for the
14 care of children or adults in the care or custody of
15 the Department.

16 Expenses claimed shall be approved by the appropriate Division
17 ~~Administrator or Associate Director~~ or Deputy prior to
18 reimbursement.

19 23. The Banking Department:

20 The actual and necessary expenses of travel and lodging incurred
21 by the Commissioner and other employees of the Banking Department in
22 the performance of their duties for the Banking Department shall be
23 paid or reimbursed by the Banking Department to each employee
24

1 incurring the expenses. The expenses shall be approved by the
2 Banking Commissioner prior to payment or reimbursement.

3 24. Oklahoma Office of Homeland Security:

4 The actual and necessary expenses of travel, lodging, and
5 subsistence incurred by the Oklahoma Homeland Security Director, as
6 a result of the duties and responsibilities of the Director, shall
7 be paid or reimbursed by the Oklahoma Office of Homeland Security.

8 25. The Grand River Dam Authority:

9 The actual and necessary expenses of travel and lodging incurred
10 by the Board of Directors and other employees of the district in the
11 performance of their duties for the Grand River Dam Authority shall
12 be paid or reimbursed by the district to each Director or employee
13 incurring the expenses. The expenses shall be approved by the
14 General Manager of the Grand River Dam Authority prior to payment or
15 reimbursement.

16 26. The Native American Cultural and Educational Authority:

17 The actual and necessary expenses incurred by the Directors and
18 employees of the Native American Cultural and Educational Authority
19 in performances of duties. The expenses shall be approved by the
20 Director prior to payment or reimbursement.

21 27. Oklahoma Department of Career and Technology Education:

22 The actual and necessary expenses incurred by the Director and
23 other employees of the Department, authorized by the Director, for
24 the purpose of business recruitment, training, and the provision of

1 technical assistance shall be reimbursed. Reimbursement of expenses
2 shall be in accordance with rules adopted by the State Board of
3 Career and Technology Education. Expenses claimed, prior to the
4 reimbursement, will be reviewed by the Board and individually
5 approved or disapproved.

6 C. The agencies listed in subsection B of this section shall be
7 required to report annually the actual expenses excepted or exempted
8 from Sections 500.1 through 500.18 of this title to the Governor,
9 the President Pro Tempore of the Senate, and the Speaker of the
10 House of Representatives. The report shall be submitted no later
11 than the first day of September following the end of each fiscal
12 year.

13 SECTION 10. REPEALER 74 O.S. 2021, Section 500.17, is
14 hereby repealed.

15 SECTION 11. This act shall become effective November 1, 2022.

16
17 COMMITTEE REPORT BY: COMMITTEE ON GOVERNMENT MODERNIZATION AND
18 EFFICIENCY, dated 02/16/2022 - DO PASS, As Coauthored.
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