

## Heartland Travel Guidelines

We will gladly pay for your expenses related to budgeted travel on behalf of the Heartland Collaborative. However, we ask that you follow the guidelines listed below. These guidelines were developed to ensure we are able to fully reimburse you for your time and expense.

1. **Flying**-- you are strongly encouraged to book your reservation through a University of Oklahoma approved travel agent. (Anyone residing in Oklahoma must use an University approved travel agent) HRCC staff can either make the reservation on your behalf or you can contact the agent directly. Please make every attempt to book flights at least 21-days in advance. When you contact the agent directly please reference "Heartland". (Flights must be the most direct route, personal travel can't be charged to the University of Oklahoma or Heartland.)  
Currently we use the following agent:  
Robert Scoles  
Bentley Hedges Travel  
405-685-7401 ext. 3200 or 800-467-7402  
[Robert@bhtravel.com](mailto:Robert@bhtravel.com)
2. **Driving**--if you plan to drive, please notify HRCC as soon as possible.
  - a. For those in Oklahoma, University of Oklahoma policy states that we can pay mileage reimbursement, (at the applicable IRS rate), if it is less than the cost of an equivalent flight. (Price quote for flight must come from a University of Oklahoma approved travel agent and must reflect dates to be traveled.) If the mileage is more than the equivalent flight, reimbursement will only total the cost of the flight.
  - b. For those outside of Oklahoma, we will pay mileage reimbursement, (at the applicable IRS rate), but if driving is considerably more expensive, we will ask if you can fly. Some exceptions can be made (i.e.: more than one person is traveling with you).
  - c. Rental Cars—are discouraged. You can only be reimbursed for the actual cost of the car rental and must be justified as a reasonable expense. Business miles must be accounted for and excess mileage will result in proration of the cost of the rental (regardless if it is flat rate rental). Expenses related to **gas for personal vehicles will not** be reimbursed, per University of Oklahoma policy, but fuel for a rental car is allowed. Renting a car must be approved in advance by HRCC
3. **Hotel/Lodging**—if traveling to a non-Heartland sponsored conference/meeting you will need to select and pay for your own hotel, retain your receipts and submit them to the HRCC for reimbursement. Lodging is limited to the Federal GSA rate unless designated by the host of the conference. Only the amount of lodging and local transportation equaling less than the designated lodging rates will be allowed for reimbursement.

If you are traveling to a Heartland sponsored conference, please make arrangements to stay at the hotel selected for the conference; under most circumstances conference/meeting lodging will be direct billed to Heartland.

4. **Per Diem**—you can be eligible for per diem for both Heartland and non-Heartland sponsored conferences/meetings you attend on behalf of Heartland. Current per diem rates used can be found at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC) One quarter of a days per diem is deducted for each meal included with paid registration.
5. **Miscellaneous expenses**—you can be reimbursed for other travel related expenses including, but not limited to: (Must submit original receipts)
  - a. Airport Parking-limited to long term covered parking rates published on airport website
  - b. Mileage to Airport (must provide address of departure and arrival location, mileage determined by MapQuest)
  - c. Airline Baggage Fees-first bag is allowed without justification, second bag requires business justification
  - d. Ground Transportation (taxi, shuttle, metro/subway) - to/from meeting site. Not allowed for meal or personal transportation. Every receipt must be justified with the origin and destination. Tips are limited to 15%.

*Questions?*

Please contact Shona Whitehead at [shona-whitehead@ouhsc.edu](mailto:shona-whitehead@ouhsc.edu) or 405-271-8001 ext 42190