

Northern Oklahoma College
Tonkawa, Enid, Stillwater

Guidelines for Conducting Study Abroad Programs



Policies and Procedures Manual

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Northern Oklahoma College
Proposed Policy For Study Abroad Programs

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Northern Oklahoma College

Proposed Policy For Study Abroad Programs

1. Introduction

The goals of higher education for students in the 21st century now include helping students become productive and globally aware citizens of the world. All occupations and professions in which students will find themselves will be influenced by the environment and economics of the world in which they live.

Current educational research indicates that 55% of students who participate in study abroad opportunities do so in short-term venues (*Open Doors Report 2010*). These programs have allowed students to participate who never before had the opportunity due to financial, work-related, or other personal constraints.

Evaluation of those programs shows very specific educational gains. Upon returning, students:

1. Demonstrated increased interest in interdisciplinary studies.
2. Indicated their participation changed their perceptions about globalization.
3. Demonstrated higher levels of critical thinking by questioning their own assumptions, gathering data to support or refute them, and using the data to reach a better understanding of their role in society (*Chronicle of Higher Ed*).

2. Purpose and Vision:

Therefore, Northern Oklahoma College has as part of its mission a commitment to help students “create life-changing experiences and develop as effective learners and leaders within their communities in a connected, ever-changing” (Mission Statement) both within the classroom environment and with experiential learning programs.

Study abroad programs clearly demonstrate Northern’s commitment to “be recognized as a model institution and leader in academic quality and cultural enrichment, promoting student success, collaborative learning, creative and forward thinking, and community responsiveness” (Vision Statement). We envision providing diverse and meaningful opportunities for students to experience high quality academic programs in a safe environment, with competent faculty leadership, in an affordable and timely manner.

3. Specific Objectives

Study abroad programs:

- a. Advance learning and scholarship.
- b. Link academic learning with actual experience.
- c. Expand perspectives on people, culture, and events in a way no other experience can equal.
- d. Generate respect among different peoples.
- e. Enhance the resume when seeking entrance to academic and professional programs or when seeking employment.
- f. Build the confidence, leadership qualities, and critical thinking skills employers desire.

4. Types of Study Abroad Programs

Two general types of study abroad programs are included in the proposal:

a. Short Term Study Abroad Programs:

These programs are normally arranged through a travel company. These companies provide escorted tours to help student groups to "learn it by living it" when they experience firsthand the historic, cultural and natural sights in the world. These contracts include flights, ground transportation, comfortable hotel accommodations, most meals, and the guidance and support of a full-time tour director.

Course credit (maximum 3 hours of general humanities) is available. Requirements may include assigned reading prior to the trip, formal discussion with the group during travel, and a paper and/or presentation after returning home. Normally, these programs are 7-10 days in length. These trips should be scheduled in such a way so that students do not miss class unless unavoidable due to vendor-set departure dates.

b. Residential Study Abroad Programs:

These programs are established and led by individual full-time Northern faculty members through their relationships with colleagues throughout the world. Students typically live in college or university housing, attend class on a daily basis, and have the use of college dining and library facilities while participating in these programs. Tour and travel are part of the academic experience within the location, and on weekends students can experience the surrounding environs. The faculty member directs the entire experience.

The cost of college credit (including tuition and fees both here and at the host college), housing, international student cards, and some meals are included in the cost of the trip. Course credit (maximum 6 hours) can come from a variety of disciplines appropriate to the nature of the location. For example, humanities, social science, language study, business, and sciences are all possible depending on the circumstance. Students may have pre-departure reading, class attendance, homework, journals, class presentations, papers, portfolios, and final exams as part of their more structured academic responsibilities. These programs occur in 2-3 week periods between semesters or in the summer.

Residential Programs must be self-supporting. Therefore, twelve (12) is the preferred number of students enrolled for a residential program. However, if eight (8) or more students are enrolled, the trip may be approved by the addition of program fees necessary to pay all related administrative costs as well as the costs for the faculty member that are incurred by the college in administering the program. The amount of such fees will be determined by the VPFA when such circumstances arise.

5. Types of Participating Faculty

All participating faculty involved in a study abroad program must be full-time.

- a. Lead Faculty - Faculty member directing the program.
- b. Assisting Faculty - Faculty involved in a secondary role will only be approved for compensation for a credit course taught when student enrollment reaches the policy minimum.

6. Safety and Security

Safety and security are a primary concern during the planning of a study abroad experience. Every effort will be made to collect and distribute relevant information related to travel and logistics. However, Northern Oklahoma College assumes no responsibility for threats beyond its influence. All participants in the study abroad program are responsible for following the laws of the host country, and are personally responsible for sanctions imposed by the host country for violations of its laws and all legal costs incurred as a result of that violation(s).

All participants must have approved international health accident insurance that includes coverage for accidents and repatriation of remains. Normally, this will be through issuance of a Travel Guard or International Student Identity Card.

7. The Approval Process

- a. General Guidelines:

Interested full time faculty or staff desiring to lead a study abroad program must submit the appropriate completed Study Abroad Program Approval form to the Dean of Global Education who will coordinate with the applicant to **elevate** the application to the Office of the Vice President for Academic Affairs (OAA), who has primary responsibility for approval of these programs. The final approval for the each program will be made by the President. Faculty, staff, and students who participate are responsible and subject to all applicable laws and college policies including provisions in the Employee Handbook, Student Handbook, and other relevant personnel and student policies.

Faculty, administrative or professional staff wishing to lead a study abroad program must be full time, have approval of the President, and must agree not to receive additional compensation beyond direct expenses associated with travel and lodging. Included in that approval is a plan for coverage of responsibilities during the employee's absence. Twelve (12) students for credit enrollment are required for payment to the faculty member unless otherwise approved under Residential Guidelines listed above in 4b.

The decision to cancel a trip for low enrollment and/or low participation will be made sixty (60) days prior to departure.

No application will be considered to a country under a State Department Travel Warning.

- b. Short-term Study Abroad Programs

Faculty wishing to sponsor a study abroad program must file an application approximately ten (10) months prior to desired travel with the Office of Academic Affairs (OAA) (see Appendix). The OAA will respond within thirty (30) days of the receipt of the proposal. Applications must be completed for both new and existing programs each year.

Included in the application process are:

1. approval of syllabus (including itinerary and course requirements for credit),
2. plans for pre-orientation of students,
3. any and all contracts or agreements related to the trip, and
4. timeline for follow-up reports to the OAA.

c. Residential Study Abroad Programs

Faculty wishing to sponsor a study abroad program must file an application with the OAA ten (10) months prior to desired travel (see Appendix). The OAA will respond within thirty (30) days of the receipt of the proposal. Applications must be completed for both new and existing programs each year.

Included in the application process are:

1. approved Request for Site Approval form ,
2. approval of syllabi,
3. detailed budget,
4. plans for pre-orientation of students,
5. detailed itinerary
6. detailed plan for travel and emergency contacts,
7. any and all contracts or agreements related to the trip, and
8. timeline for follow-up reports to the OAA.

New Residential programs must have Site Approval prior to application approval in order to assure the safety and appropriateness of the location. This visit will be conducted with due diligence by a faculty or staff representative approved by the VPAA according to established criteria (see Appendix). After this visit, a contract may be necessary regarding services to be used at the host institution. Any exceptions must be approved through the OAA. Any cost of an on-site visit will be assumed personally by the faculty member seeking approval for the program.

8. Curriculum

Any course that is offered for credit assumes the demands of academic rigor provided will fulfill clear learning objectives for the student. Courses offered in a study abroad framework are expected to meet the same criteria as a course taught in a traditional context. While traditional seat time is not often a measurable objective for study abroad curriculum, each proposed course submitted for approval will be evaluated on the basis of sound educational practice and expectations used in any classroom at Northern, and as part of the proposal process, lead faculty are expected to outline in the syllabus the expectations for class assignments appropriate in time commitment and level of difficulty to the hours of college credit to be earned.

Credit courses for new study abroad programs must follow the accepted procedure for new course offerings which includes review by the Curriculum Committee. Consideration should be given to the rationale for the course choice based on delivery of the course, requirements for graduation, and transferability.

Upon completion of a Residential Study Abroad Program, (1) the lead faculty will submit an evaluation of the experience, and (2) students will evaluate the faculty member(s) and the program overall.

9. Registration/Enrollment

a. Short-Term Study Abroad Programs

Students will enroll in the credit course offered in the customary fashion. They will be charged the current remote off-campus fee. Credit will be issued during the semester the program takes place (fall, spring, summer) and will count toward full-time status. Additional class fees may be assessed based on budget detail.

b. Residential Study Abroad Programs

These programs primarily take place during the summer. Students will be able to pay their study abroad application fee during the fall, spring, or summer enrollment period to hold their place. A second deposit, if necessary, will typically be billed during the spring semester before a summer program to ensure that external fiscal responsibilities associated with the program are met in a timely manner. Actual enrollment in the credit course and billing of any additional fees will be billed to the student account at the outset of enrollment for the summer semester. Once classes begin for the spring, or the deposit has been committed on behalf of the program, the application fee is non-refundable with possible exceptions being made for medical or extreme circumstances when the funds have not been encumbered. In the event the trip is canceled, all deposits will be returned to the respective student.

10. Lead Faculty Responsibilities

The lead faculty member assumes the following responsibilities:

- a. Research, organize, and structure the study abroad program and its budget (if applicable)
- b. Submit the appropriate approval forms for the prospective program
- c. Coordinate all fund raising activities in accordance with Northern's fund raising policy.
- d. Prepare the pre-departure packet including all necessary medical/insurance forms, liability releases, and clear written statements of expectations and objectives both personal and academic.
- e. Alert participants and the OAA of any changes on a regular basis. To provide the OAA with a list of participants and emergency contacts.
- f. itinerary, and contact information in the event of an emergency.
- g. Notify the VPAA immediately in the event of an emergency.
- h. Provide sufficient orientation to the local environment to enable students to be successful in the community without faculty presence.
- i. Act as the primary contact for responding to housing, travel, and health and safety issues.
- j. Exercise their best professional judgment in deciding what is appropriate in a given situation and remain alert to conditions and current events in the host country.

- k. Be aware of and responsive to potential problems students may encounter.

11. Proposed Budget for the Program

a. Short-Term Study Abroad Programs

Since these trips are handled financially through a private agency, Northern Oklahoma College is responsible for:

1. Payment to faculty when appropriate for the credit course at the faculty member's current overload rate.
2. Collection and billing of student tuition for the credit course.

b. Residential Study Abroad Programs

The lead faculty member must submit an itemized budget to the OAA and the OFA as part of the approval process to include:

1. housing,
2. meals included (partial board),
3. student tuition/fees,
4. course-related supplies (such as pre-departure packet),
5. required faculty-directed practica (theater, museums, rail passes, etc.), and
6. faculty costs for air, housing, phone calls, required practica, local transportation, etc.

When the policy minimum number of students is enrolled in each class, faculty members (both lead and/or assisting) will be paid at the current overload rate for that faculty member. All tuition assessed to students will be retained by the institution to fund expenses for providing the course. Any exceptions must be approved by the OFA.

12. Revenues and Expenditures

a. Short-Term Study Abroad Programs

The only revenue collected will be student tuition and fees associated with the credit course/s offered. The only expense will be the compensation paid to the faculty member/s for teaching the credit course/s. Compensation and fringe benefit costs cannot exceed the costs of the revenue received.

b. Residential Study Abroad Programs

The Office of Financial Affairs should be prepared to:

1. Accept all funds related to the budget approved for the program.
2. In the event the number of students participating in the program is less than 12, the VPFA will make adjustments in students' fees to offset any revenue underage.
3. Disburse funds directly to the receiving institution and /or approved vendors for conversion in the appropriate currency for pre-departure deposits and incurred expenses such as housing in the timeframe required. Faculty members will be responsible for obtaining all vendor information including name, address, banking information, etc.
4. Disburse funds to the faculty member (s) related to pre-approved funds from the

program budget for onsite expenses, pay for credit courses taught, and documented actual expenses on return in accordance with the policies and procedures for Northern Oklahoma College and the State of Oklahoma.

5. Funds raised through the Foundation for fund raising efforts for scholarships will be directly processed through bursar accounts. Payments may also be paid to approve vendors.

13. Reimbursement Process

- a. Short-Term Study Abroad Programs – None

- b. Residential Study Abroad Programs

The Office of Financial Affairs should be prepared to:

1. Disburse funds directly to the receiving institution and/or approved vendors in the appropriate currency for pre-departure deposits and incurred expenses, such as housing, transport, program activities and food service. Faculty members will be responsible for obtaining all vendor information including name, address, banking information, etc.
2. Disburse funds to the lead faculty member as stated in the Policies and Procedures for Activity Advances for International Study Programs (see Appendix) for pre-approved expenditures paid through student fees for the program. These would include items, such as theater tickets, train passes, museum entrance, etc. Upon return, the lead faculty member is responsible for all documentation of such funds.
3. Reimburse funds to the lead faculty member(s) for pre-budgeted items paid through student fees, such as offsite housing, local transport, airport transfers, and telecommunications as allowed by the State of Oklahoma travel regulations. The faculty member should understand that if the expenditure is denied, he/she will be personally responsible for the expenditure.

Appendix



Northern Oklahoma College

Approval for Short-Term Study Abroad Program

Faculty Member: _____

Date of Proposed Program: _____

Location of Proposed Program: _____

Course(s) to be offered: _____

Previously Offered for Credit: ____yes ____no

Description of Travel (may attach):

Description of Credit Course (Attach syllabus including details supporting how the assignments will be appropriate for the number of credit hours awarded, based on the anticipated hours required to complete the work and the competencies addressed; courses will be considered supervised study courses and subject to NOC Policy 4.7.13.1 Course Modes of Delivery, Other Definitions for Coursework):

Private Vendor Being Used: _____

Terms of Agreement with Vendor (may attach):

How would the student benefit from taking this course in this manner?

Describe your qualifications for leading study abroad:

Date submitted: _____ **Action** _____

Faculty signature: _____

Dean of Global Education signature: _____

VPAA approval: _____

VPFA approval: _____

President's approval: _____

Northern Oklahoma College
Approval for Residential Study Abroad Program

Faculty Member: _____

Date of Proposed Program: _____

New Program: _____ **or** **Repeat Program:** _____

Location of Proposed Program: _____

Credit Course (s) to be Offered: _____

Previously Offered for Credit: _____yes _____no

Please attach the following information:

1. Approval of Site (completed form)
2. Syllabus or detailed course description including details supporting how the assignments will be appropriate for the number of credit hours awarded, based on the anticipated hours required to complete the work and the competencies addressed; courses will be considered supervised study courses and subject to NOC Policy 4.7.13.1 Course Modes of Delivery, Other Definitions for Coursework);
3. Description of plan and timeline for pre-departure
4. Description of travel included
5. Description of educational opportunities around site
6. Itemized budget for both student and faculty completed form
7. Plan for evaluation and reporting on program

How would the student benefit from taking this course in this manner?

Describe your qualifications for leading study abroad:

Date submitted: _____ **Action taken:** _____

Faculty signature: _____

Dean of Global Education signature: _____

VPAA approval: _____

VPFA approval: _____

President's approval: _____

Northern Oklahoma College

Request for Site Approval for Residential Study Abroad Program

Faculty Member:_____

Institutional Location for Proposed Program:_____

Proposed Date of Program:_____

Institutional Contact:_____

Proposed Credit Courses:_____

Criteria to be used for evaluating site:

Please consider each question carefully and document appropriately.

1. How did you make the original contact with the institution? What is their position at the institution?
2. How able are they to make decisions regarding a partnership?
3. How willing are they to be the contact with their partner?
4. Where will students be housed?
5. Is this location safe?
6. Is this location clean and appropriate?
7. How will Northern pay for housing?
8. Is there meal service available for students? Where?
9. Is the food safe and nourishing?
10. Is the time meals are offered reasonable?
11. How will Northern pay for meals included in the program?
12. Are there unusual health risks?
13. How far is the housing location from the classroom?
14. Is classroom space available?

15. Does classroom space have appropriate facilities for the course to be taught (i.e. multimedia if needed)?
16. Will Northern be expected to pay for classroom space usage?
17. Does the host institution have expectations regarding the partnership?
18. Is public transportation available? Affordable?
19. Is health care available?
20. Is safety around the institution a problem?
21. Is safety in the city a problem?
22. Did you visit with the person capable of entering into the Memorandum of Understanding (MOU)?
23. Does the host institution have other concerns?
24. Do you have any concerns?
25. When will they be prepared to finalize the agreement?
26. Do you feel comfortable hosting students in this environment?

Northern Oklahoma College

Study Abroad Student Information Sheet

Participant Information (please print):

Name: _____

Date of Birth: _____

Passport #: _____

Program Name & Dates: _____

Mobile Phone #: _____

Email: _____

Home Phone #: _____

Address: _____

Emergency Contact Information:

Name: _____

Relationship: _____

Mobile #: _____

Home #: _____

Work/other/email: _____

Photographic Release

I do hereby allow Northern Oklahoma College permission to use personal images of this trip as part of marketing material for future International Studies Programs.

Signed _____ Date _____

Northern Oklahoma College Study Abroad Liability Agreement

I, _____, am a student at Northern Oklahoma College (Northern) and have agreed to participate in a study abroad program from _____ until _____ in _____ (“the program”). In consideration of being permitted to participate in the program, I hereby agree and represent that:

1. Northern and its employees will not be responsible for any occurrences related to independent travel.
2. Northern cannot be held responsible for the personal actions of any student, which may result in financial plight, involvement with local police authorities, failure to observe travel schedules resulting in missed connections with prepaid transportation, loss of personal effects, or any illness and/or accident to any program participant.
3. If the student resigns or is dismissed for any reason, Northern is relieved of any and all responsibility as of the date of the resignation or dismissal.
4. The student should make arrangements to have emergency funds or credit cards available to him/her on short notice for unforeseen events not covered by the basic costs of the program (e.g. replacement of lost items, loss of personal funds, etc.) Northern cannot assume the responsibility for supplying emergency financing of a personal nature.
5. Northern and its employees hold themselves free of responsibility for any loss, injury or damage to persons, property or otherwise in connection with any accommodations, transportation, or other services resulting, directly or indirectly, from accidents, acts of government or other authority, de jure or de facto wars, whether declared or not, hostilities, civil disturbances, terrorism, strikes, riots, thefts, pilferage, epidemics, quarantines, medical or customs regulations, delays or cancellations or changes in itinerary or schedules, or from any causes beyond the control of Northern and its employees or for any loss and damage resulting from improper or insufficient passports or other documents; Northern and its employees shall not be or become liable or responsible for any additional expense or liabilities sustained by the student as a result of any of the foregoing causes.
6. I understand that there are unavoidable risks in travel abroad, and I hereby release Northern and its employees from any damages, injury (including death) caused by, deriving from, or associated with my participation in the program, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or Northern.
7. Program participants expect to receive Northern academic credit from their program abroad, therefore, are subject to Northern’s rules and regulations set forth in the Student Handbook and other relevant policies.

I have read and understood, and I accept the term stated above. (NOTE: If participant is under the age of 18 years, the signature of parent or guardian is also required.)

Participant’s Signature _____ Date _____

Parent’s Signature _____ Date _____

Northern Oklahoma College
POLICY & PROCEDURES
FOR ACTIVITY ADVANCES
INTERNATIONAL STUDY PROGRAMS

Travel related expenses for International Study Programs require itemization and support by original receipts attached to the claim. Fund advances for International Study Programs (student activity tickets, local transportation, entrance fees, etc.) may be obtained by following the Finance Office Policy and Procedures. Checks will be computer generated; therefore, it is very important to allow at least five working days for the information to be processed and a check prepared.

Faculty member sponsors must submit and be reimbursed for their travel related expenses in accordance with state travel guidelines.

The following prescribes procedures for the advance of funds, and settlement thereof, for student travel, events, and other activities. In order to qualify for an advance, the State of Oklahoma requires that the activity include students. Fund advances for Education and General (E&G) travel and activities are not authorized.

- a. Funding Source: The "Activity Advance Account" is established in the auxiliary general ledger and serves as a controlling mechanism for recording these advances.
- b. Obtaining Advances: Requesters of fund advances must submit a "Request for Approval and Advancement of Trip Expenses" (Form 1) to the Finance Office at least five (5) working days prior to the time funds are needed. This lead-time is necessary to process the information, prepare the check, and enable the requester to cash the check at a local bank. (The Finance Office change fund is not sufficiently large enough to cash advance checks. Additionally, it is unlikely that specific currency and/or coin requirements could readily be met from the limited resources of the change fund.)
- c. Requester signs Activity Advance Acknowledgment (Form 2) when picking up the check from the Finance Office.
- d. Receipts: The College will require machine-printed receipts, when available, that provides detail of items purchased rather than accept handwritten receipts. College personnel should be diligent in requesting this type of documentation. If machine printed receipts are not available, it is the sponsor's responsibility to obtain the manager's signature, date, name and address of the provider.
- e. Accommodations: The requesting sponsor is responsible for making all accommodation arrangements for the approved International Study Program. The requesting sponsor will deliver to the Finance Office an original invoice with original signature, date, and appropriate conversion of amounts into U.S. dollars. The Finance Office will prepare a check and return it to the sponsor or wire to the vendor. The sponsor is responsible for

acquiring all vendor information including contact information, wire instructions and bank information.

- f. Settlement of Advances: Prudent fiscal management policies and internal control procedures require that fund advances be settled within two (2) workdays after the requester's return. (Please use Recap Sheet, Form 4, in clearing advances.) Advances not cleared within two work days will result in denial of future advances until prior ones are settled.

Northern Oklahoma College

Request for Approval and Advancement of Trip Expenses INTERNATIONAL STUDY PROGRAM

Sponsor/Custodian Name _____ Date of request _____

Address _____ Date/s of event _____

_____ Date funds needed _____

Destination _____

Funds requested:

_____ = \$ _____

_____ = \$ _____

_____ = \$ _____

_____ = \$ _____

_____ = \$ _____

Total requested = \$ _____

Funds to be returned to Finance Office on _____ (date)

CERTIFICATION: I, THE UNDERSIGNED, CERTIFY THAT THE FUNDS ADVANCED SHALL BE USED ONLY FOR THE PURPOSE STATED ABOVE AND THAT PROPER PROCEDURES SHALL BE FOLLOWED TO INSURE PROPER USE OF THE ADVANCED FUNDS.

Sponsor/Custodian Signature

Date

V.P. for Financial Affairs

Date

FOR

ACCOUNTING USE ONLY:

Funds to be advanced from:

Account # _____ Object Code # _____

Account # _____ Object Code # _____

Audited By

Date

Northern Oklahoma College**ACTIVITY ADVANCE ACKNOWLEDGMENT**

In accordance with my request dated _____, I hereby certify that I have received check #_____ dated _____, in the amount of \$_____. I understand and agree that these funds are to be used for student expenses in connection with _____.

I further agree that within two (2) days following the activity I will return to the NOC Finance Office any unused funds, along with a report detailing the use of the funds (with all proper original receipts attached). I understand that failure to submit the above report and return unused funds to the Finance Office within the prescribed time will cause any future activity advance requests to be placed on hold until all necessary accounting is accomplished.

Dated at _____, Oklahoma this _____ day of _____, 200____.

Signed:_____

STATE OF OKLAHOMA TRAVEL RULES

Travel expenses fall under the category of discretionary spending. Compliance with State Travel Guidelines is essential in order to safeguard taxpayer dollars.

- A Requisition for Travel form **must** be completed for all travel that is reimbursed through the State of Oklahoma including registration, lodging, tolls, mileage, etc. The requisition form can be obtained from the Office of Financial Affairs. **THIS FORM MUST BE FILLED OUT AND APPROVED 2 WEEKS PRIOR TO DATE OF TRAVEL.** A completed copy will be returned to the employee. The employee is responsible for verifying that the Requisition for Travel form has been received in the Office of Financial Affairs.
- A copy of the meeting information must be attached to the travel requisition. Included in that information should be the name and dates of the conference, conference site, brief agenda, designated lodging, price, and number of meals included in the registration. Brochures, letters, emails or other documentation is required. Failure to provide required documentation or information will delay the processing of the travel reimbursement and may result in a reduced reimbursement.

Purchase Order

- After travel is approved by the President with a signed requisition, contact the Office of Financial Affairs if a purchase order needs to be prepared and sent for registration and/or lodging. If the lodging will accept a purchase order, the employee must make their own reservations and guarantee the rooms with their personal credit card. The employee must also specify on the Requisition for Travel that the lodging will accept a purchase order and must supply the lodging name, address, phone number and fax number.
- If the employee pays their own registration and/or lodging, the original signed receipt(s) must be turned in with the Request for Travel Reimbursement form. **The employee cannot be reimbursed from a cancelled check or credit card receipt.** The employee cannot be reimbursed until after the trip has occurred.

Airfare

- The Office of Financial Affairs can purchase airfare. A Flight Request form must be completed and submitted to the Office of Financial Affairs with their Requisition for Travel form. If the employee chooses to arrange and pay for their own flight, it must be done **after** the requisition to travel has been approved by the President. After the trip is completed, the employee can turn in their original signed receipt for airfare, showing a zero balance, and how the flight was paid.

Mileage

- College policy requires that a college vehicle must be taken, if one is available. Employees must complete a Request for a College Vehicle which will indicate the availability or unavailability. Non-employees or employees not on official business are not allowed to ride in a college vehicle. If a college vehicle is not available, the employee must turn in the vehicle requisition showing a college car was unavailable in order to receive mileage reimbursement for their personal vehicle mileage. Personal vehicle mileage reimbursement must be approved. All reimbursements must have a completed and approved Requisition for Travel form and documentation of purpose of travel.
- College vehicles may not be left at an airport parking lot. Employees must drive their personal vehicle to the airport.
- Miles used for reimbursement are map miles according to the latest Oklahoma Department of Transportation Mileage Chart. If employees leave from their home, we will compute the miles as the lesser of home to destination or workplace to destination. Employees must indicate their personal vehicle tag number for reimbursement. If spouse rides along, mileage cannot be reimbursed.
- Taxi (shuttle) can only be reimbursed to and from the airport. If a restaurant is unavailable at the hotel, reimbursement for taxi may be claimed. Reimbursement for taxi may be claimed if hotel is not designated conference sight (such as an overflow hotel). OSF recommends courtesy vehicles be used, if available. Water taxi is not reimbursable.

Lodging/Meals/Etc.

- If the meeting has a designated lodging site, NOC can reimburse at the designated conference rate. However, if the meeting does not have designated lodging, NOC can only reimburse at the rate indicated in the O'CONUS listing. In order to calculate the rate indicated in the O'CONUS listing we will need to know the county in which the lodging site is located. If the employee shares a room with another employee, each employee should pay their share **only** and submit separate receipts. If a spouse travels with the employee, NOC can only reimburse for the single lodging rate. However, reimbursement can be made if the spouse is also an employee and on official travel. Please be certain that the hotel charges the correct rate since we cannot reimburse for a rate greater than the conference rate. **The employee cannot be reimbursed from a cancelled check or credit card receipt.**
- The Office of State Finance only allows meal reimbursements for overnight trips. For each meal provided at the meeting, the per diem amount will be adjusted accordingly. Per diem is calculated on the pre-determined O'CONUS rates. Authorized reimbursement rates will vary depending on the location of travel as identified in the Government Services Administration Continental United States CONUS rates for domestic locations.

Miscellaneous Expenses

- Miscellaneous expenses (i.e. toll, parking, etc.) can only be reimbursed if the employee turns in original signed receipts. If employees use phone or internet while on travel, they must turn in a statement justifying how these expenses were business related. Tips can only be reimbursed up to 15% of receipt. If a receipt showing total and amount of tip is not turned in, reimbursement cannot be made for tip.

Information Questions

- For reimbursement of expenses after trip, employees will need to turn in their original signed receipts, as well as a completed and signed **REQUEST FOR TRAVEL REIMBURSEMENT** form. After the Request for Travel Reimbursement form and original signed receipts have been turned in, reimbursement will be calculated according to OSF standards. Failure to provide adequate documentation will result in a delay in the processing or denial of the reimbursement. An OSF claim form will be filled out and returned for signature and date. All information must be returned to the Office of Financial Affairs to finish processing. Please allow sufficient time to process forms and receive the reimbursement check from the state. The employee will be notified when travel checks are ready and can be picked up in the Office of Financial Affairs. Please call with any questions, 580-628-6232 (for requisition questions) or 580-628-6230 (for reimbursement questions) in the Office of Financial Affairs.

NORTHERN OKLAHOMA COLLEGE REQUISITION FOR TRAVEL

This form is required for all travel if a travel claim is to be filed for expenses.

Directions: Please complete the information indicated below and obtain the approval of the department/division chair and Vice President applicable to the corresponding area. The form must then be forwarded to the Office of Financial Affairs in Tonkawa for budget verification and President's approval. After approvals are obtained, a copy will be returned to the applicant with action noted. This approved requisition must be on file in the Office of Financial Affairs or no claim will be paid. A Request for Travel Reimbursement form and all documentation must be submitted to the Office of Financial Affairs in Tonkawa. Original signed receipts for lodging, registration, etc. are required to be turned in with the Request for Travel Reimbursement form. State law limits per diem and hotel expenses. The mileage rate on private cars is set by law. Airline tickets will be purchased by the Office of Financial Affairs according to state regulations.

Date of request _____ Name _____ Phone # _____

Travel destination _____

Purpose of proposed travel _____

Date of departure _____ Date of return _____

Time of departure _____ Time of return _____

Emergency contact number _____

Mode of travel _____

Other person(s) also traveling include: _____

Arrangements made for classes and other duties: _____

Recommended by _____ Division _____
Department/Division Chair

Vice President's approval _____ Date _____

FOR OFFICE USE ONLY

Estimated cost of trip:

Transportation:

College vehicle _____ miles x \$ _____ per mile = \$ _____

Personal vehicle _____ miles x \$ _____ per mile = \$ _____

Flight _____ = \$ _____

Meals: _____ days x \$ _____ per day = \$ _____

Lodging: _____ nights x \$ _____ per night = \$ _____

Other costs: (registration, parking, etc.) _____ = \$ _____

Total Estimated Costs = \$ _____

Budget Verification _____ Budget \$ _____ Date _____
(Initials)

President's approval _____ Date _____

NORTHERN OKLAHOMA COLLEGE
Travel Checklist

Request for Travel Reimbursement Checklist

This checklist must be completed and attached to the Request for Travel Reimbursement form when submitted to the Office of Financial Affairs in Tonkawa. All forms and requested documentation must be attached in order to process the Request for Travel Reimbursement form without delay.

☐ Request for Travel Reimbursement Form, Fully completed	Date Submitted	_____
☐ Signed & Dated Original Receipts	Date Submitted	_____
☐ Vehicle Request for Availability/Unavailability	Date Submitted	_____
☐ Lodging Receipt with Zero Balance (if applicable)	Date Submitted	_____
☐ Employee's Signature	Date Submitted	_____

_____ Employee's Signature	_____ Date
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Additional Comments: _____

NORTHERN OKLAHOMA COLLEGE Tonkawa - Enid - OSU/NOC Gateway Stillwater

REQUEST FOR TRAVEL REIMBURSEMENT

Part I Trip Information

NAME: _____

DID YOU USE NOC VEHICLE? Yes _____ No; LICENSE PLATE NO.: _____

Claim cannot be processed without license plate number of private vehicle taken.

PURPOSE OF TRIP: _____

DATE(S) OF ACTUAL MEETING(S): from _____, 20 _____ to _____, 20 _____

MEETING TIMES: from _____ AM or PM to _____ AM or PM *(Always attach agenda/brochure/flyer)*

CITY & STATE: _____

TRAVEL STATUS BEGAN: _____, 20 _____ HOUR: _____ AM or PM

TRAVEL STATUS ENDED: _____, 20 _____ HOUR: _____ AM or PM

Part II Expenses (Do not claim any item paid by College Purchasing Office)

\$ _____ * **Total cost of LODGING.** *Maximum varies by city. Receipt must show zero balance and number of persons in room and must be signed. Reimbursement limited to single room rate. Ask clerk to list single room rate.*

WAS HOTEL/MOTEL DESIGNATED MEETING PLACE FOR CONFERENCE? ____ YES** or ____ NO

WAS HOTEL/MOTEL ROOM AT SINGLE RATE? ____ YES or ____ NO

\$ _____ ** **Registration fee.** *Per Diem maximum will be reduced for meals provided by registration.*

\$ _____ * **Toll Road Charges.**

\$ _____ * **Parking Charges.** \$ _____ * **Other (describe):** _____

* For these items, signed receipts must be attached. **Must be supported by copy of conference agenda/brochure/flyer.

Part III Mileage Reimbursement

From _____ (City, State) to _____ (City, State) & Return

If traveling to meet other employees, please indicate the points at which this occurred:

From _____ (City, State) to _____ (City, State) & Return

TO BE COMPLETE BY FINANCE OFFICE

Total miles: _____ @ \$0.56 per mile = \$ _____ (Rate change 1-1-14)
(Mileage reimbursement rate usually changes each January 1)

Number of days traveled _____ Hours traveled _____ = _____ Number of meals provided _____ (deduct .25 for each meal provided; Continental Breakfasts & snacks are not considered meals)

Total Per Diem days: _____ @ \$ _____ = \$ _____

Total Amount of Claimed Approved: \$ _____ Notes: _____

GL Account Number _____

SIGNATURE: _____ TODAY'S DATE: _____ January 2014