



State of Oklahoma  
Oklahoma Department of Agriculture, Food, and Forestry

Policies and Procedures  
Travel

Effective Date of Policy: 12/31/2018	Next Scheduled Review: 12/1/2019
Last Reviewed: 12/1/2018	Policy Number: ODAFF-12
Approved: Jim Reese	Approval Date: 12/21/2018

**A. Assigned Duty Station**

A division director or supervisor shall designate each employee's assigned duty station for daily work and travel status determinations. The assigned duty station may be a generally described geographic area or multiple locations to be visited during a particular day. Assigned duty stations may be modified by supervisors as needed. The following factors may be considered in the designation:

- Whether the employee is required to travel routinely;
- If routine travel is required, the territory assigned to the employee;
- Location of employee's home;
- Location of division offices; and
- Location of primary workplace for employee.

**B. Travel Approval**

In-state travel of all types shall be approved at the discretion of the employee's division director or designee.

Out-of-state travel involving an overnight stay shall be approved at the discretion of the Commissioner or designee. Out of state travel incurring costs of Five Thousand Dollars (\$5,000.00) or more shall be approved at the discretion of the Board. Out-of-state travel not involving an overnight stay shall be approved at the discretion of the division director or designee.

**C. Travel Reimbursement**

Travel expenses for ODAFF employees who are required to travel in the course of their employment are reimbursed under the provisions of the Oklahoma Travel Reimbursement Act. [74 O.S. § 500.1 et seq.](#) If an employee has questions concerning travel reimbursement, the employee is encouraged to seek clarification before incurring any personal expense. The Administrative Division can answer specific questions about travel expense reimbursement.

[Travel Policy Claim Form](#)

#### **D. Transportation**

Transportation for travel shall be provided to the employee. Employees authorized to use a personal vehicle to conduct official business may request reimbursement of travel expenses. Claims for travel expenses shall be reimbursed in a manner consistent with the State Travel Reimbursement Act, [74 O.S. § 500.1 et seq.](#) and other ODAFF policies. See [Policy ODAFF-13: Vehicle Use / Fleet Management](#).

#### **E. Hours Claimed as Work Hours**

No employee shall claim in excess of eight (8) hours during any twenty four (24) hour period while in travel status, unless specifically approved by a division director.