



Travel Reimbursement to Faculty Applicants

Faculty Candidates will be reimbursed for travel using the OSF-19 travel reimbursement form. The position number for the candidate must be noted on the form. A W-9 for the candidate must be completed and attached.

Airfare

The applicant should generally arrange and purchase their own airfare. A paid receipt for the airfare must be attached for reimbursement. If possible, the candidate should use an approved state travel agency; otherwise, a state agency quote made 7-14 days prior to travel must be provided by the department with the reimbursement documents. The lower of the two rates will be paid to the candidate.

Mileage

Mileage to and from the candidate's home airport is allowed and paid at the current rate (see the UCO Travel website). Attach a downloaded map for mileage. For candidates from within Oklahoma, the mileage link on the OSF-19 may be used.

Meals

Meals while in travel status are allowed. Receipts must be attached. No in-state tax, alcohol or gratuity over 15% will be reimbursed.

Lodging

The department should make hotel reservations for the candidate using the University approved hotel found on the Procurement Website under Current UCO Contracts. The department then completes a requisition for the hotel stay. If another hotel must be used, the University pays up to the federal rate for Oklahoma; the link on the OSF-19 can be used to find the current rate.

In-State Candidates

Any reimbursement for travel for an in-state candidate will be at in-state rates. Attach itemized receipts, a map quest print out and a W-9 to the OSF-19 travel reimbursement form. Lodging for in-state candidates may be paid if the candidate is driving a distance greater than 60 miles.

Reimbursement to University Personnel for Meals during the Interview Process

If an interview committee member(s) takes the candidate out for a meal, reimbursement can be made to a UCO employee. The following information is required:

- 1) An "OSF Form 3" claim form, documenting the candidate and position number.
- 2) Original food receipt – detailed and itemized (no alcoholic beverages, tax or any gratuity greater than 15% will be reimbursed).
- 3) A completed "Meal Expense/Reimbursement Request for Approval" (MERF) form with a complete list of UCO faculty attendee names.

Please contact Lisa Kern (X3609 or lkern@uco.edu) with any questions.