



## County Travel Claim Instructions

**License No** is the license plate number of the personal vehicle used for official business travel.

**Official Duty Station** is the location the employee spends the majority of his or her time on the job.

**Nature of Official Business** - list the business reason for the trip; for example "CODA Conference." The **Trip Number** next to each business reason for travel should cross reference to the line for the related mileage claimed.

**Point travel status began, each point visited and the point travel status ended** is where you place your beginning and ending points of travel; for example, "Stillwater to Norman to Stillwater."

**Mileage** may be obtained using the Statewide Mileage Table available on the ODOT website, Mapquest, or other means depending on the county's policy.

**Travel Status entered and ended and Per Diem** are only for those entities that have adopted a per diem policy.

**Lodging Amount** is only for lodging paid by the employee to be reimbursed by the employer.

**Itemized Miscellaneous Costs** are those paid by the employee and allowed to be reimbursement by the employer in accordance the travel policy.

**Claimant** is the person claiming reimbursement.

**Employee ID#** is the identifying number assigned to each employee by the employer (if applicable).