OSAI Form 1117 (2017) page1	**TRAVEL CLAIM**	Claimant:

| 19 O.S. §§ 163 and 164 | | Employee I.D. # |

COUNTY

Trip #　　Nature of official business

IS CAR GOV. OWNED?

YES

NO

LICENSE NO.:

OFFICIAL DUTY STATION:

Employee I.D. #

FOR

AGAINST

Fund:

Account:

Date approved for payment:

Warrant/Voucher Number:

Comments

Trip #	Point travel status began, each point visited and the point travel status ended	Date		Mileage Claimed		*Travel Status Hour		*Number of		*Per-Diem		Lodging Amount	TOTAL PER DIEM / LODGING
		Year											
		Mo.	Day	Map	Vicinity	Entered	Ended	Days	Hrs	Rate	Amount		
TOTALS												Total Per-diem & Lodging	
				TOTAL MILES @							Per Mile =		

*Complete this portion only if the county has adopted a perdiem policy

MODE OF PUBLIC TRANSPORTATION

TOTAL PUBLIC TRANSP.:

ITEMIZED LOCAL TRANSPORTATION	ITEMIZED MISCELLANEOUS COSTS	
TAXI:	REGISTRATION FEE:	Odometer Mileage (pg 2)
SHUTTLE:	TOLLS:	
RENTAL CAR:	PARKING:	TOTAL ITEMIZED MISC.
OTHER LOCAL TRANSP:	MEALS:	TOTAL LOCAL TRANSP.
		TOTAL AMOUNT CLAIMED

I, _____, by signing here do under penalty of perjury, declare that the information contained in this document and any attachments are true and correct to the best of my knowledge and belief.

_____
Claimant Signature　　　　　　　　　　　Date

_____
Approving Official　　　　　　　　　　　Date

Name of Claimant:

County Travel Claim ˙!˙CXca Yhϒf˙F YUX]b[g

When specific addresses are not available due to the nature of travel (eg. County Assessor field appraisers or construction site inspections) record the odometer reading for each trip and attach to travel claim.

Nature of official business:

Date	Beginning Location	Ending Location	Beginning Odometer	Ending Odometer	Miles Driven	Non-Business Miles	Miles Claimed

Total Miles Claimed

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 <u>only</u> 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.

Public Transportation is the total cost of airfare, bus fare, or other transportation costs paid by the claimant.

Claimant is the person claiming reimbursement.

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

Page 2: May be used by field appraisers or others with extensive mileage to many locations each day which would cause page one of the travel claim to be impractical. The claimant should enter the pertinent information as to the name, account, employee ID #, etc on page one. Then enter odometer readings, total miles, subtract any non-business miles, and then enter total miles eligible for reimbursement. Non-business miles would be any miles included in the odometer reading that did not pertain to official business (such as personal errands). The total due for reimbursement will carry forward to page one. The claimant and approving official (when applicable) should sign page one attesting the amounts claimed are true and correct.

When submitting claim for reimbursement, submit only the pages with relevant claim information.

Note: When printing this form, you may need to select "Shrink Oversized Pages" from your printer properties menu.