

Form 19 Training

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OMES Form 19

- The Form 19 is the travel form from the Office of Management and Enterprise Services (OMES)
- Travel expenses for current employees are processed through Concur
- Travel expenses for non-employees can generally be processed on an OMES Form 3
 - Please contact Accounts Payable for more information on the OMES Form 3 process
 - Non-employees are not eligible for per diem
- Travel expenses for former employees or students can be processed on a Form 19
 - The Form 19 is helpful when calculating per diem or multiple travel expense types
- There are several sections to the Form 19 and an additional process for adding the Form 19 to PeopleSoft as a voucher for payment
- Please review this information for assistance in completing and submitting the OMES Form 19
- For additional assistance, please email Travel@ouhsc.edu

Section 1: Car Ownership

- Is the vehicle government owned?
 - Meaning is it a Fleet Services/Motorpool vehicle or other vehicle owned by the University.
- Mileage cannot be claimed on a university-owned vehicle or rental vehicle.

IS CAR GOV. OWNED?	
YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

- The vehicle tag number is required for personal vehicles when claiming mileage reimbursement.

VEHICLE TAG NO.:	<input type="text"/>
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Section 1: State Official or Employee

- If the claimant (traveler) *had* an employee ID, this should be marked **Yes**.
- This can also be marked **Yes** for other people who may not be OU employees but are still State employees.
- Current OU employees should seek travel reimbursement through Concur, not a Form 19.

IS CLAIMANT A STATE OFFICIAL OR EMPLOYEE?	
YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

- This section must be completed in order to determine the relationship between the traveler and OU.
- Student trips that are educational in nature and do not have a business benefit to OU should not be paid using a Form 19 as they are considered scholarships.
- Please contact Accounts Payable or the Bursar's office regarding scholarship payments.

OU RELATIONSHIP?			
Former Employee	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
Student	<input type="checkbox"/>	Temp	<input type="checkbox"/>
Trainee	<input type="checkbox"/>	Other	<input type="checkbox"/>

Section 2: Traveler Information

- Claim Of
 - Legal first name and last name of the traveler.
- Supplier ID
 - List the Supplier ID of the individual from PeopleSoft.
 - Note that the Supplier must be established in PeopleSoft before reimbursement can be submitted.
- Please include the full mailing address, which should match the Supplier location in PeopleSoft.

CLAIM OF:	Tom Traveler
SUPPLIER ID:	9112345678
1234 Main Street, Oklahoma City, OK 73104	
Mailing Address:	

- Prepared By
 - Should list the name of the individual preparing the Form 19. This is the individual who will be contacted if any additional documentation or clarification is necessary.
- Email
 - Email address for the travel claim preparer.
 - Any questions regarding the claim will be emailed to the preparer.

Prepared By:	Penelope Preparer
Email:	Preparer1@ou.edu

Section 3: Campus Location & Official Business

- Campus location is not needed for non-employees.

CAMPUS LOCATION
(City):

- Nature, Location, and Dates of Official Business box should be specific in showing the business that occurred. The description should include the following information:
 - Name of conference, workshop or meeting.
 - If not a conference, workshop or meeting, state the reason for travel such as clinical visits, resident rotation, research activities, recruiting, etc.
 - City and state in which the business event was held.
 - Dates of conference, workshop or meeting.
 - This should reflect the actual business event dates, not the dates of travel.

NATURE, LOCATION, AND DATES OF OFFICIAL BUSINESS:
ABC Conference: Dallas, TX January 1 - 5, 2022

Section 3: Points of Travel and Dates of Travel

- In this section, list the city and state where the travel originated, each city and state visited, and the city and state where travel ended.
- Each day the traveler is in business travel status **must** be listed separately for per diem to calculate correctly.
- Points of travel should include beginning and ending location points of travel and list all cities where University business was conducted.
 - Note that legs of air travel that did not include business events or an overnight stay can be excluded.
- Dates should include the month, day and year. If the travel began and ended on the same month, day and year, only one entry should be recorded.
- Domestic business travel status may not begin more than **one calendar day** before the start of the event and shall not continue more than **one calendar day** after the event.
- International business travel status may not begin more than **two calendar days** before the start of the event and shall not continue more than **two calendar day** after the event.
- If part of the trip included personal travel, the business travel dates should be listed in this section for the calculation of per diem and lodging reimbursement, but the actual travel dates should be noted in Comments at the bottom of this section.

Show city/town point travel status began, each point visited and the point travel status ended.	Year	2023
	Mo.	Day
Oklahoma City, OK to Dallas, TX	01	01
Dallas, TX	01	02
Dallas, TX	01	03
Dallas, TX	01	04
Dallas, TX to Oklahoma City, OK	01	05

Section 3: Meals Provided and Per Diem

- If personal travel time was taken, personal days should not be listed as a Point of Travel. Only business dates should be listed so that per diem is calculated correctly.
 - Personal travel dates should be listed in the Comments.
- To use the form to calculate per diem, you **must** enter the per diem rate first before you deduct meals.
 - Deducting meals before entering the per diem rate will NOT give you the correct calculation.
- You **must** also hit enter after you put in the per diem rate on the last day in order for the last day of travel to be calculated correctly.
- This portion of the form may be figured manually and entered in the Form 19. Always double check the calculations if you choose to manually enter the information.
- Omission of per diem or reduction in the daily rate should be explained on the claim in the Comments section.

Meals Provided			Per Diem			
Breakfast	Lunch	Dinner	Rate	Base	Meals	Total
			69	51.75	0	51.75
×	×		69	69	33	36
	×		69	69	17	52
×	×	×	69	69	64	5
			69	51.75	0	51.75
				0	0	0

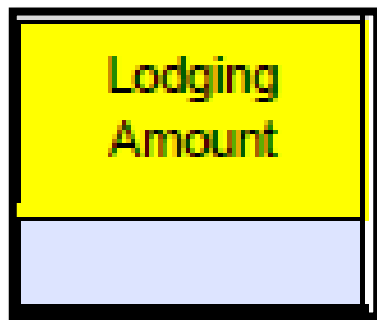
- If you do not enter the per diem rate first or you are getting the wrong calculations, you can click the Reset Per Diem button in the top right corner to clear out the Meals Provided and Per Diem section to start over.
 - Please note this only resets per diem. It will not reset the entire form.

Section 3: Per Diem (M & IE)

- Per diem covers the reimbursement of meals and incidental expenses.
- Per diem rates are determined by the US General Services Administration (GSA). The GSA page should be printed and attached to the Form 19.
- If meals were provided to the traveler as part of the registration fee, please be sure to check the appropriate meal type that was provided under Meals Provided.
- If there was no registration charge, meals do not have to be deducted.
- Provided meals may be excluded from meal deductions for extenuating circumstances such as special dress requirements to attend the meal, dietary restrictions based on provided meal, transportation availability to meal location, etc. Information regarding the exclusion will need to be included with the Form 19.

Section 3: Lodging

- Lodging includes only the amount the traveler was charged for lodging and lodging tax.
- An itemized lodging folio must be included with the Form 19.



Section 3: Comments

- This section should be used to explain any circumstance not clearly defined on the form.
- Any notation of personal time, supplemental travel claims, accompanying University employees, etc. should be noted in this section for cross referencing purposes.
- Omission or partial payment of any of the three major categories must be explained.
 - These major categories are Per Diem, Airfare and/or Lodging.
- Any changes that are made to the claim should be explained in this section.
- Explanation of 'Other Misc. Costs' should be included in this section.

Comments:

Section 4: Itemized Local Transportation

- If a local transportation was used (taxi, Uber, Lyft, etc.) this is the section to enter those expenses.
- Itemized receipts are required to be included with the Form 19.
- Tips for local transportation are limited to 20% maximum.
- All transportation receipts must be labeled with the business justification.
 - For example, airport to hotel, hotel to airport, hotel to off site business meeting.
- Transportation for personal meals is not reimbursable.

ITEMIZED LOCAL TRANSPORTATION	
TAXI:	
SHUTTLE:	
RENTAL CAR:	
OTHER LOCAL TRANSP:	

Section 4: Itemized Miscellaneous Costs

- Please be sure to indicate how the registration fee was paid in the registration section.
 - None should be entered if no registration fees were paid.
 - Department should be entered if registration fees were paid directly by OU.
 - Other Source should be entered if registration fees were paid directly by another source.
 - An amount should be listed if the traveler paid registration fees and is seeking reimbursement.
- Registration documentation is required. We must be able to see what was purchased. Social activities are not eligible for reimbursement.
- Tolls
 - Toll calculator, PikePass statement or receipts should be attached.
- Other Misc. Costs
 - Charges for other miscellaneous costs while in travel status.
 - A comment should be put in the Comments box to explain what this expense is.

ITEMIZED MISCELLANEOUS COSTS	
REGISTRATION FEE:	
TELEPHONE:	
PARKING:	
TOLLS:	
OTHER MISC. COSTS:	

Section 4: Mode of Public Transportation

- If the traveler has traveled via airline, please indicate how the airfare expense was paid under the Mode of Public Transportation section.
 - Put Travel Card in the Other Source field if it was paid directly on an individual's Travel Card.
 - Note the other source if it was paid by an outside, non-OU source.
 - If airfare was paid by the traveler and the traveler is seeking reimbursement, put the amount that needs to be reimbursed in the Paid by Claimant field.

MODE OF PUBLIC TRANSPORTATION	
OTHER SOURCE:	
PAID BY CLAIMANT:	

Section 4: Adjustments

- If you need to adjust the total amount paid on a travel claim, this space allows you to do so. The amount you enter in this cell will subtract from the total of the claim.
- Adjustments must be entered as a negative amount on the claim.
- All adjustments require an explanation for the adjustment (**Comments:** See Page 14).

ADJUSTMENT*	
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Section 5: Traveler and Higher Authority

- Traveler should sign and date after the claim has been prepared.

I, Tom Traveler, 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

Claimant Title Date

- Higher Authority Signature should be dated with a printed name and title.

I certify that I am of greater level of institutional authority and completely independent from the individual being reimbursed and that this reimbursement complies with University policy to the best of my knowledge.

Higher Authority Signature Date

Higher Authority Name

Higher Authority Title

PeopleSoft Process

- The signed Form 19 needs to be attached to a Regular Voucher to facilitate payment
- Invoice Number
 - Last name, three-digit alphabetical month, two-digit day, and last two digits of the year for the LAST day of travel
 - SMITHSEP0823
- Invoice Date
 - FIRST date of travel
 - 09/01/23
- Supplier ID and Location must match the name and address listed on the Form 19
- Total Amount
 - Amount of reimbursement
- Attachment
 - Attach the signed Form 19
- Distribution Lines
 - GL code for non-employee travel should be listed
 - 701139 – Non-Employee Domestic Travel
 - 702139 – Non-Employee Foreign Travel
- The **budget date** for each distribution line should reflect the fiscal year in which the travel was incurred. Travel expenses must be paid in the year in which they happened.
 - Examples:
 - Travel in June 2023 – FY23 – 06/30/23 Budget Date
 - Travel in July 2023 – FY24 – 07/01/23 Budget Date