
Travel Training





Travel Request Form

- Fill this form out & obtain signatures.
- Need this form at least 2 weeks in advance of travel.

Oklahoma Panhandle State University TRAVEL REQUEST FORM	
Date: _____	Name of Traveler: _____ <small>(Please Print)</small>
There are 7 steps to completing this form. Please fill out each completely. Thank you!	
1. <input type="checkbox"/> In State <input type="checkbox"/> *Out of State (Please Check One) <small>*Note - Out of State Travel should be approved at least 30 days before actual trip)</small>	
2. Please check one of the following regarding transportation: <input type="checkbox"/> OPSU Car <input type="checkbox"/> OPSU Van <input type="checkbox"/> OPSU Mini Van <input type="checkbox"/> Chartered Vehicle <input type="checkbox"/> Taking Personal Vehicle - Provide License Plate # _____	
3. **Keys/fuel card/etc. for university vehicles should be checked out just prior to leaving campus. It is contrary to Oklahoma State law to use a university vehicle for business other than university business. Only employees of the university are allowed to drive state-issued vehicles. Family members who are not university employees may not ride in or drive university vehicles. I have read and understand the above statement: _____ <small>**See 5.8 in the OPSU Staff Handbook</small> (Traveler's Signature)	
4. Official Business (name of conference/event/meeting): _____ City _____ State _____ Meeting Dates _____ Meeting Times _____ Departure Date _____ Departure Time _____ / Return Date _____ Return Time _____	
5. Please check items that pertain to this trip: <input type="checkbox"/> Lodging <input type="checkbox"/> Per Diem (please see travel guidelines for rules regarding per diem, lodging, airfare, etc.) <input type="checkbox"/> Mileage <input type="checkbox"/> Miscellaneous (please provide detailed information): _____ Department charged to: _____ Account #: _____ **Department and Account # must be filled in** <input type="checkbox"/> Please check here if not at university expense	
6. Comments/Disposition of Classes: _____	
7. Signatures	
Date _____ Signature - Traveler _____ <small>**If you are driving a university vehicle** - your signature authorizes mileage expenses to be charged to your departmental budget. Cars - \$0.30 p/m; Vans and Mini-Vans - \$0.60 p/m.</small>	**Traveler: Please note that a travel request is required to be on file before actual travel begins.
Date _____ Signature - Dean/Supervisor _____	() Approved () Disapproved
	() Approved () Disapproved



Vehicle Report Form

- This is the form included in the packet with keys and fuel cards. Everything on this form must be filled out.
- Mileage on this form is VERY IMPORTANT & must be the correct mileage when vehicle is checked out and returned.
- Gas receipts need to be in the packet when returned.

PANHANDLE STATE UNIVERSITY
VEHICLE REPORT FORM

Vehicle # _____ Checked Out To: _____

Department: _____ SCT #: _____

THE FOLLOWING PROCEDURES ARE NECESSARY TO ENSURE THAT EACH USER OBTAIN OPTIMUM USE FROM CAMPUS VEHICLES. **NOTE: ONLY PERSONNEL WITH A VALID DRIVER'S LICENSE ARE INSURED TO OPERATE UNIVERSITY VEHICLES.** OBSERVE SEAT BELT REGULATIONS. **NO SMOKING – NO SMOKING IN STATE VEHICLES!** IF RETURNING AFTER HOURS, PLEASE LEAVE THE PACKET IN THE MAIL DROP BOX AT THE MAILROOM.

Departure: Date _____ Time _____ Return: Date _____ Time _____

Destination: _____ Mileage Beginning: _____ Mileage Ending: _____

Fuel Credit Cards: IN PACKET TOTAL MILEAGE _____

All highlighted items MUST be filled out

Please complete check list below:

Before Use: FUEL TANK FULL INTERIOR CLEAN EXTERIOR CLEAN

After Use: FUEL TANK FULL INTERIOR CLEAN EXTERIOR CLEAN?

ALL CREDIT RECEIPTS ATTACHED? OIL CHECKED?

KEYS, CREDIT CARDS TURNED IN? SPARE TIRE USED?

RECORD FUEL PURCHASES BELOW:

DATE	ODOMETER	GAL./PRICE	CITY	STATE
_____	_____	_____ \$ _____	_____	_____
_____	_____	_____ \$ _____	_____	_____
_____	_____	_____ \$ _____	_____	_____
_____	_____	_____ \$ _____	_____	_____

KEY HOLDER'S SIGNATURE _____
I agree to comply with all the above policies and procedures and understand all regulations.

COMMENTS AND REPAIRS NEEDED:



Fuel

- When fueling up the vehicles the pump will ask for the odometer reading. PLEASE make sure you punch in the correct numbers for the odometer reading.
- After the odometer reading it will ask for a Driver ID # and that will be the last 4 digits of your driver license.





Requirements for Driving

- All drivers driving university vehicles **MUST** have a valid driver license.
- The Physical Plant must have a copy of your driver's license by email or in person prior to driving.



Driver's License Procedures

- OPSU will conduct a driver's license verification and status check on new employees selected for positions that involve operation of a university motor vehicle.
- In addition, the University will conduct periodic driver's license verification and status checks on all employees in positions involving operation of a university motor vehicle.
- An employee who is hired by OPSU and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes.
- However, any such employee who resides in Oklahoma must obtain a valid Oklahoma driver's license within 30 calendar days of the first day of employment. (you will get a ticket if pulled over)
- Student employees with prior approval by the university may operate a university motor vehicle in the course of their employment so long as they hold a valid driver's license issued by their state/country of residence /origin.



Operation of University Vehicles

- University vehicles, registered or unregistered, are NOT to be driven for personal business, whether on campus or off campus.
- A University employee is defined as a person who is paid by the university including faculty (whether full time, part time, or adjunct); staff (whether full time, part time, exempt, or non-exempt); student worker, or a contract employee.
- It is the policy of the University that passengers shall not be transported in state vehicles unless they are on a state business. No non-state employee shall be transported in a state vehicle or the privilege to drive a state vehicle will be suspended.



Personal Vehicle Use

- If a university employee is authorized to use their personal vehicles for university business, the liability coverage extends to their personal vehicle (just as if it were a university-owned vehicle). However, the State of Oklahoma also requires such persons to have personal automobile liability insurance in force at the time of use.
- The University or State provides no physical damage insurance for an employee's personal vehicle while that vehicle is being used on university business.
- It's best practice to keep the proper documents in your personal vehicle in the event of an accident.
 - [Accident Information Form](#)
 - [Vehicle Accident Card](#)



Vehicles Use for Team Travel

- Coaches, assistant coaches, student trainers, student managers, mascots and members of the spirit squad may drive vehicles used for team travel, if the specific requirements for the vehicles are met.
 - Student athletes may not drive other athletes as a part of team travel.
 - Drivers must be insurable and at least 21 years of age.
 - Drivers shall not use alcohol eight hours prior to or during operation of motor vehicles.
 - Twelve passenger vans shall be loaded with NO MORE than 10 passengers, with or without equipment.
 - A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way or if the trip is expected to extend later than 2:00 a.m., or overnight



University Policy & State Law

- Tobacco use is prohibited in all Motor Pool vehicles . The department may be charged a cleaning fee to remove tobacco odors or stains.
- Drivers of university vehicle are prohibited from checking email and/or text messaging while operating the vehicle.
- Drivers shall not driver impaired and shall not use alcohol within 8 hours prior to or during operation of motor vehicles.
- The maximum number of hours a driver may drive is 10 hours (including fuel and rest stops) following at least 8 consecutive hours of sleep/rest.



Procedures

- A student organization must file a [Travel Request form](#) for approval.
- The organizational advisor must be the individual checking out and signing for the vehicle.
- Gasoline credit cards will be issued to each Motor Pool vehicle.
- Upon return to the campus, contact the Motor Pool Coordinator to inform them of such vehicle repairs/major repairs.
- If a motor pool vehicle is involved in an accident, the insurance information and emergency procedures policy letter are located in the glove-box or door side pocket of each vehicle.
- **ALL** vehicles are to be returned full of fuel before credit cards and keys are turned in. ***NO charged accounts at fuel stations.***
 - You can fuel up at Love's in Texhoma, Love's in Guymon, or Hutches in Guymon.



Return of Vehicle

- Each driver is encouraged to inspect the vehicle for damage before and after return to the Motor Pool facility.
- In the case of vehicle damage resulting from the driver's gross negligence, competitive bids are used to assess the cost of repairs. The user department will be charged the full amount of the total of the charges to repair the vehicle.

Motor Pool Fee Schedule

\$25.00- Charge for not refueling vehicle upon return.

\$35.00- Cancellation of vehicle reservation must be received 12 hours prior to reserved time of departure.

\$0.30- Per mile for Car or Minivan

\$0.60- Per mile for Passenger Van



Concur Travel

Step one - setting up your profile

The first time logging in, enter your OPSU email address, click next, and forgot password. You will receive an email from Concur to reset your password.

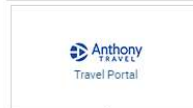
Below is the training link with additional training. The training link is also available on the OPSU Travel page.

<https://web.microsoftstream.com/video/40e46fa2-5450-435c-878d-33ea44b3e178>

Please email Ashlee.bruner@opsu.edu and she will set your profile up if you are having trouble.

Go to [Travel \(opsu.edu\)](#) and click on access OPSU concur site.

Or you can go to Ok corral and click [Travel, Transportation, and Lodging](#) the punch-out to access concur .





Splash page

- On the splash page (home) located on the left hand side of the page you will search for hotels, plane tickets, and cars for your trip. You will also see Alerts and company notes on the home page as well.
- Under company notes there is a number you can call for assistance. Please ask [Ashlee](#) or [Abby](#) for help before calling Concur representatives. Concur does charge us for calling them after hours.
- For assistance, contact:
Ashlee- ashlee.bruner@opsu.edu or 580-349-1363
Abby- abby@opsu.edu or 580-349-1400

SAP Concur | Travel | Reporting | App Center | Administration | Help | Profile | 00 View Trips

TRIP SEARCH

Booking for myself | Book for a guest

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: Departure city, airport or train station

To: Arrival city, airport or train station

Search

Show More

ALERTS

Tript creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Tript. [Connect to Tript](#) Not right now

COMPANY NOTES

Message for Administrators

Connect. Learn. Engage.
Join the SAP Concur Community.

[Register Now](#)

COMPANY NOTES

Welcome to the Concur Online Booking Tool!

Please be advised that itineraries in your Concur Trip Library can be cancelled by clicking the "Cancel Trip" link. If you need to modify or change an existing reservation, please contact a CTP agent at 844-529-5836, or OPSU@CTPTRAVEL

MY TRIPS (0)

You currently have no upcoming trips.

COMPANY NOTES

Welcome to the Concur Online Booking Tool!

Please be advised that itineraries in your Concur Trip Library can be cancelled by clicking the "Cancel Trip" link. If you need to modify or change an existing reservation, please contact a CTP agent at 844-529-5836, or OPSU@CTPTRAVELSERVICES.COM.

For Concur Travel Navigational Support, please call 877-208-1396.

For CTP Full Service Reservation Assistance please call 844-529-5836 (toll free). You may also email opsu@ctptravelservices.com

For Group Travel Assistance, please call 800-810-2695 (toll free) or email groups@ctptravelservices.com.

Hours of operation: 7:30am - 6:30pm CST

After Hours: 6:31pm - 7:29am CST

For After Hours Assistance, please call 877-200-1501

*Please note there is a \$16.00 charge per after hours call

*Additional fees may apply

[Read less](#)



Booking a Trip

- Under trip search click if you are looking for a hotel, plane, or car to rent. Click if the trip will be round trip, one way, or multi city. Then enter where you are leaving from and arriving to.
- Note you see booking for myself or guest under trip search. Please click the correct one when booking for a guest.

TRIP SEARCH

Booking for myself | [Book for a guest](#)

Mixed Flight/Train Search

[Round Trip](#) [One Way](#) [Multi City](#)

From

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

[Search](#)

[Show More](#)



Next step

- After entering from and to where you are going, you will need to state what days you are departing and returning. Once you search it will give you all the options that are available for the days you are requesting.

Booking for myself | [Book for a guest](#)

Mixed Flight/Train Search

[Round Trip](#) | [One Way](#) | [Multi City](#)

From

OKC - Oklahoma City Will Rogers Airport - Oklahoma City, OK
[Find an airport](#) | [Select multiple airports](#)

To

Denver, CO - Denver Intl Airport
[Find an airport](#) | [Select multiple airports](#)

Depart

08/15/2022 [depart](#) [09:00 am](#) [± 2](#)

Return

08/20/2022 [depart](#) [05:00 pm](#) [± 2](#)

[Pick-up/Drop-off car at airport](#)

[Find a Hotel](#)

Search by

[Price](#)

[Specify a carrier](#)

[Search](#)



Next Step

- Once the flights-hotel-car is selected you will get the page to the right where you will pick which one works best for you and your budget. It will usually go in order from lowest to highest when showing all flights, hotels, cars.
- See next slide to see what the page looks like after selecting the flight you want.

The screenshot shows a flight search results page for American Airlines. The search parameters are: Depart - Mon, Aug 15 (07:00 A - 10:35 A), Return - Sat, Aug 20 (03:12 P - 06:36 P), Price range \$370.21 - \$1,256.20. The results are sorted by Price - Low to High. The first result is a 1-stop flight with a price of \$370.21. The second result is a 2-stop flight with a price of \$594.25. The page also shows a table of results for different airlines and stop counts.

Category	American Airlines	United	Southwest	Multiple
All	202 results			
Nonstop	1 results	449.68 1 results	---	---
1 stop	370.21 97 results	551.79 45 results	577.96 1 results	757.20 29 results
2 stops	594.25 104 results	567.76 17 results	636.46 1 results	734.21 36 results

Shop by Fares | Shop by Schedule

Flight Number Search: [Search] Sorted By: Price - Low to High

Displaying: 202 out of 202 results. Previous | Page: 1 of 21 | Next | All

American Airlines	Basic Economy \$370.21	Main Cabin \$407.21
10:31 AM OKC → 03:49 PM DEN 1 DFW 6h 18m	Least-Cost Logical	Select
04:40 PM DEN → 11:25 PM OKC 1 DFW 5h 45m		
More fares/details		
American Airlines	Basic Economy \$370.21	Main Cabin \$407.21
10:31 AM OKC → 03:49 PM DEN 1 DFW 6h 18m	Least-Cost Logical	Select
04:40 PM DEN → 09:54 PM OKC 1 DFW 4h 14m		
More fares/details		
American Airlines	Basic Economy \$370.21	Main Cabin \$407.21
10:31 AM OKC → 03:49 PM DEN 1 DFW 6h 18m	Least-Cost Logical	Select
06:36 PM DEN → 11:25 PM OKC 1 DFW 3h 49m		



Review and Reserve Flight

Review and Reserve Flight

REVIEW FLIGHTS

DEPART ✕ Mon, Aug 15 – Oklahoma City, OK to Denver, CO / 3h 13m layover in Dallas, TX [Hide details](#) ^

Mon, Aug 15 10:31a OKC → 11:34a DFW 1h 03m American Airlines 1805
Airbus Industrie A321
Layover in Dallas, TX 3h 13m *Dallas/Fort Worth Intl Airport*
02:47p DFW → 03:49p DEN 2h 02m American Airlines 1832
Airbus Industrie A321

RETURN ✕ Sat, Aug 20 – Denver, CO to Oklahoma City, OK / 2h 40m layover in Dallas, TX [Hide details](#) ^

Sat, Aug 20 04:40p DEN → 07:45p DFW 2h 05m American Airlines 1832
Airbus Industrie A321
Layover in Dallas, TX 2h 40m *Dallas/Fort Worth Intl Airport*
10:25p DFW → 11:25p OKC 1h 00m American Airlines 1085
Airbus Industrie A321

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct.

Primary Traveler

[Edit](#) | [Review all](#)

Name: Ashlee Renae Bruner Phone: 620-621-8950 Email:

Frequent Flyer Programs [Add a Program](#)

For American Airlines

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
AA 1805 Basic Economy (B)	Select a seat
AA 1832 Basic Economy (B)	Select a seat
AA 1832 Basic Economy (B)	Select a seat
AA 1085 Basic Economy (B)	Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$300.47	\$69.74	\$370.21
Total Estimated Cost:			\$370.21
Total Due Now:			\$370.21

SELECT A METHOD OF PAYMENT

How would you like to pay?

[Add credit card](#)

* Indicates credit card is a company card

This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within year following the DATE OF ISSUE. (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

[Back](#)

[Reserve Flight and Continue](#)

- After selecting which one you want you will see the pages to the right. Review and reserve. Please note under payment method it will be your PCard. If you do not have a PCard please see your department head.



Booking for group trips

- Departments if you are booking 10+ rooms we can call or email **Lisa** at Concur to book hotels. If you are booking hotel rooms less than 10 rooms you will have to book the rooms yourself one by one. Calling or emailing concur to book hotel rooms under 10 rooms will cost your program \$10 per room they book under 10 rooms.
- You will follow the steps on page 4 to book your rooms for trips or if you need to book a plane ticket for a recruit. You will book under guest.
- If you do not have the booking for guest please email ashlee.bruner@opsu.edu and she will get your guest booking set up.
- For booking 10+ rooms email lisa.bekkering@ctptravelservices.com or call Lisa **781.496.3800**



Canceling Plane tickets

- If the ticket states it is a non refundable ticket you will have a ticket credit to use in the future for up to a year.
- If you need to transfer a credit to someone else we can contact CTP. This is only if the credit is expiring.



Activity Advance request form

ACTIVITY ADVANCE REQUEST STUDENT ACTIVITIES

- Advance forms are for when you have an event you need money for and you cannot create a purchase order to pay for the event.
- Please see the example of the activity advance to see how to fill the form out. Please let Accounts payable person know if you have questions:
accts.payable@opsu.edu
- **This will need to be submitted to Accounts Payable 1-2 weeks prior to the event.**

Fund listed below should begin with a 320xxx, 991xxx, or 500xxx.

FUND NUMBER _____ ACCOUNT: 705901
FUND NAME _____ VENDOR ID NUMBER _____

Must be submitted to the Business Office a minimum of 1-2 weeks in advance.
Late requests cannot be assured of processing by the date needed.

DATE SUBMITTED: 5/6/23 DATE NEEDED: 6/8/23

AMOUNT REQUESTED: \$ 500

PAYABLE TO: OPSU

ORGANIZATION: Business Office

PURPOSE OF ACTIVITY: Training

DATE OF ACTIVITY: 6/10/23

DESTINATION: Woodward

EVENT: Bursar Training

Requested by: Ashlee Bruner

(Signature of Requestor)

Approved by: Liz McMurphy

(Signature of Director /Dept. Chair)

Business Office
Fund: _____
Account: _____
Date received: _____

For Travel Questions, please
email:

Natalie.rodriquez11@opsu.edu



Questions?

For Concur Questions, please
email:

Ashlee.bruner@opsu.edu