

FREQUENTLY ASKED QUESTIONS

- **How do I get a cost estimate for airfare and per diem to submit on the travel request form?**
 - Send an email to Journeyhouse Travel with dates, times of travel, and destination city.
 - For per diem go to: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- **What if my travel crosses budget fiscal years? (Example: Need to pay for registration for travel after July 1 of current year.)**
 - Registration can be paid in current fiscal year for next fiscal year for several reasons: If they do not accept purchase orders for payment with a check after the conference, if a discount is given for early registration, or if the registrant will not be admitted into the conference without pre-payment. (See Conference/Class Registration Payment Information Form)
 - If the conference hotel room block deadline is before July 1, the room can be reserved once a current year purchase order has been issued. On July 1, the purchase order will be closed and a current physical year purchase order will need to be issued. If the hotel charges an advance deposit, the deposit will be charged to the current physical year. A new purchase order will need to be issued for the remaining balance occurring in the physical year the hotel stay occurs.
 - If you are aware that the event usually has limited availability, or slots generally fill quickly, special permission will need to be permitted by purchasing to obtain a purchase order before July 1. If the conference allows for payment after the conclusion of the event, the prior year purchase order will be closed and a current year purchase order will need to be issued.
- **What if I want to book my own flight because another person (non-OCCC employee) is going with me?**
 - OCCC can have more than one flight reserved through Journeyhouse. The traveler will need to contact Journeyhouse to provide a personal credit card for the additional ticket. The additional person will not be able to receive the state rate.
 - With prior authorization from your supervisor, you can book your own flights and receive reimbursement up to the amount of a cost comparison ticket by the state approved travel agency, Journeyhouse Travel.
- **What if I want to go early or stay a few extra days at my own expense?**
 - Flight: a cost comparison can be acquired for the additional dates and the traveler will be responsible for any additional amount over the cost of the ticket for the conference dates.
 - Per diem: Calculation for per diem will end at the end of the last conference agenda item.

- **What if I want to take a campus vehicle but a non-OCCE employee is going with me?**
 - **A non-OCCE employee cannot travel in a campus vehicle. You will need to take a personal vehicle at your own expense unless mileage is approved prior to travel.**

- **What if a campus vehicle is not available and I do not wish to take my personal vehicle?**
 - **A rental car can be provided and fuel cost for the vehicle will be reimbursed to the traveler upon their return.**

- **What if I want to stay at a hotel other than the conference hotel?**
 - **If you stay at a non-conference hotel, the daily rate cannot exceed the daily allowed CONUS rate for the area of travel. CONUS rate is found at:**
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
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- **What if I am going with a group and want to use a VRBO or similar housing method?**
 - **If you stay at a VRBO or similar, the daily housing amount cannot exceed the daily CONUS rate for the area of travel per person.**