
PARDON AND PAROLE BOARD

Policy 112 - Travel

POLICY

It is the policy of the Pardon and Parole Board (PPB) to travel in the most efficient and cost effective way possible when employees are required to travel for job-related purposes. In-state travel and out-of-state travel by employees shall be approved at the discretion of the Executive Director and reimbursed in accordance with the Oklahoma Travel Reimbursement Act. Persons other than state employees that are authorized to perform substantial and necessary services to the PPB may be reimbursed for expenses incurred during official, authorized travel in accordance with the Oklahoma Travel Reimbursement Act.

In addition to the Oklahoma Travel Reimbursement Act, all out-of-state travel will adhere to the policies, rules and mandates as set forth in the rules and procedures of the Purchase Card (P-Card).

If an employee has questions concerning travel reimbursement, the employee is encouraged to seek clarification before incurring any personal expense.

Reference: 74 O.S. § 500.1 et seq.

Established: June 13, 2016

Affirmed: December 10, 2018