DMES FORM 19 (Revised 12/16)			AGENCY BUSINESS						CLAIM OF: Vendor I.D. #:					
,	FOR AGEN	ICY IIS	E.	Ur	VIT				ven	aor I.D.	#:			
STATE OF OKLAHOMA Travel Voucher	TOR AGEN	101 00	· L .						A d dra					
rraver voucher	IN-STATE OUT-OF-						Address: FOR				-OR			
IS CAR GOVERNMENT	OBJECT						CT ACCT AMOUNT					OIX		
OWNED? 521110 N		age			521210 Mileage						\$			
YES					521220					AGAIN			<u>.</u> "	
NO	521130 Pub	lic Trans			521230	Per Diem			Agen	cy, Bd.,				
	521140 Misc				521240 Local Trans				Comm., Dept.					
LICENSE PLATE NO.:	521150 Lodging				521250 Misc.				ASSIGNMENT					
					521260 Lodging				I herek	I hereby assign this claim to				
IS CLAIMANT A STATE OFFICIAL OR EMPLOYEE? 521310 AII Tr		ON-EMPLOYEE												
		ravel							and au	and authorize the State Treasurer to issue a warrant				
YES									payment to said assignee.					
NO	Sub-Total		\$		Su	Sub-Total \$								
	OMES-Aud	OMES-Audited By		To			\$			Claimant Signature				
DUTY STATION ADDRESS:	NATURE OF	OFFICI	AL BUSINES	S:										
								Date						
Show city/town point travel status point visited and the point travel s		Year	Year		eage	Travel	Statu	ıs Times	Num	ber of	Pe	r Diem	Lodging	
(For mileage - see belo		Mo.	Day	Day Clai		Entered		Ended	Days	Hours	Rate	Amount	Amount	
Mileage Instructions: For detailed mileage		TO	TAL MILES			-				PER DIEM TOTAL				
(adresses, odometer readings) ple Page Two of the OMES Form 19.	ase use	RATE	(PER MILE)						LODGING TOTAL					
			\$		*	EAGE TOTA	L AFTER	AFTER TRIP OPTIMIZER ADJUSTMENT						
Trip Op	eage Comparison Exempt fi				om '	om Trip Optimizer (Place 'X' in appropriate box per				ate box per Title 7	74, § 85.45l)			
	* Mus	st be lov	west amoun	t from th	ne Trip (Optimizer re	sults	s. (Multiple tr	ips total if	necessa	ry)			
>>MUST	ATTACH CO	PY OF 1	TRIP OPTIMIZ	ZER RES	ULTS TO	THE VOUC	HER.	. (ALSO, UNA	VAILABILI	TY NOTIC	E OF RENTA	L CAR) <<		
	>>F0	r accu	rate results	the op	timizer	calculation	mu	st be perfor	med prio	r to trip	<<			
MODE OF PUBLIC TRANSPO	ORTATION													
												-		
		AGEN	CY DIRECT	PURC	HASE:		(.	X)		Т	OTAL PUBL	LIC TRANSP.:		
				TEMIZED MISCELLANEOUS COSTS										
TAXI:			REGISTRATION FEE:					(# of meals included in Registration))	
SHUTTLE:	TELEPHONE:									·				
RENTAL CAR:	PARKING:									MIZED MISC.				
OTHER LOCAL TRANSP:			TOLLS:					TOTAL LOCAL TI						
			OTHER M	ISC. CC	STS:				TC	TAL AM	OUNT CLA	IMED		
I,		, by	<u>signing</u> h	nere d	o unde	er penalty								
of perjury, declare that the						-	'	Claimant Sigi	nature				Date	
attachments are true and														
also certify that no frequen				ny offic	ial state	e transpor-	. –						Date	
tation have been used for personal transportation purposes.								Manager's Approval Signature (If required)						

ALL MILEAGE CLAIMED SHOULD BE BASED ON GPS MILES OR ACTUAL MILES DRIVEN PER ODOMETER READINGS

- 1. If GPS printouts are attached to the claim, record the travel as city to city and record the GPS mileage for each trip. The odometer reading is not required when GPS printouts are attached to the claim.
- 2. If GPS printouts are <u>not</u> attached to the claim, record the specific addresses traveled to/from and the mileage for each trip. Odometer readings are not required when mileage is based on GPS miles.
- 3. If GPS is not available and odometer readings are used, complete all columns for each location visited.
- 4. If specific addresses are not available due to the nature of travel (eg. construction site inspections and similar circumstances), record the city traveled to/from and the odometer reading for each trip.
- 5. If the address traveled must be kept confidential, record the city name and note that travel is to a confidential address, e.g., Ada (confidential address). Complete all columns of this sheet based on odometer readings. Confidential addresses should be kept on file at the agency in case further review is needed.

			Odometer Start	Odometer End	Miles Driven		
Date	Beginning Location	Ending Location	(if GPS not used)	(if GPS not used)	(or GPS miles)	Less Personal	Miles Claimed
_						_	