

Travel Reimbursement Policies for Presenters

2017 Self, Motivation & Virtue Project Conference
Marriott Conference Center at NCED
Norman, Oklahoma | June 22-25, 2017

The Self, Motivation & Virtue (SMV) Project will provide travel expense reimbursements for up to two members of each research team, not to exceed \$750.00 per domestic traveler and \$1,400 per international traveler. This amount is intended to cover round trip travel expenditures from the traveler's location of residence to the conference location. Expenditures will be covered on a reimbursement basis only, and can include items such as coach airfare (first-class airfares cannot be reimbursed), ground transportation, parking, baggage fees, and incidental expenses. If the traveler is arriving from outside the U.S. and needs to spend a night enroute, please contact Max Parish (smvproject@ou.edu) for approval prior to booking.

University of Oklahoma travel reimbursement policy requires itemized, paid receipts for all reimbursable expenses. Note that some vendors provide paid receipts (showing the date, total amount paid and last four digits of the card number) separately from the itemized receipt. Travelers are responsible to retain and submit the itemized receipt along with the paid receipt. Note also that some airfare vendors' flight itineraries include verification of payment on the itinerary itself and some do not. In the latter case, travelers must secure a paid receipt for the airfare, and submit that along with the flight itinerary. For a complete list of the University of Oklahoma travel policies, please go to <http://www.ou.edu/controller/fss/procedures/travel.html>.

For travelers driving to the conference in a personal vehicle, University of Oklahoma policy allows reimbursement up to \$0.47 per mile. For travelers driving to the conference in a rental vehicle, please submit rental and fuel receipts, along with a written justification for the rental. Travelers driving to the conference from out of state, whether in a personal or rental vehicle, can be reimbursed only up to the amount of a comparable coach class airfare. In this case, travelers are required to contact Max Parish (smvproject@ou.edu) prior to the conference for a coach class airfare quote, which must be printed and submitted with the other reimbursement documentation.

At the conference, participants will be provided a pre-addressed envelope containing a Travel Reimbursement Request form and an Expense Summary Report. Forms can also be downloaded from the conference website and completed electronically prior to printing and signing. These forms must be completed, signed and mailed, along with all receipts and required documentation, to the following address no later than **July 15, 2017**.

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