Frequently asked questions by professors...

Travel

How soon do we get reimbursed for travel expenses?
Answer: Approximately two weeks after you submit receipts to the Advanced Programs Travel Coordinator. Reimbursements are direct deposited to your bank account or sent by check if you have not set up direct deposit with the University.

Will my personal information be secure?
Answer: Travel document information required for obtaining base passes will be protected at all levels by Advanced Programs.

Can my spouse, dependent, or guest accompany me on a military base?
Answer:
North America: Most military bases in the US are closed to the public. Dependents and spouses are not allowed to go on base.

Europe: On bases where family members are allowed, spouses or dependent family members may be included on the Letter of Authorization allowing them access to base lodging and other privileges. Appropriate travel documents will be required for securing base passes for companions and will be requested by the AP travel office.

Hawaii: Spouse or dependents are allowed to accompany you on base.

Are all expenses reimbursable?
Answer: All reimbursable travel expenses are detailed in the Reimbursable Expenses document mailed to each professor six weeks prior to teaching. The travel guide for each teaching site will also give you more detailed information on what expenses are reimbursable. Faculty guides can be found on the Advanced Programs website on the Faculty page. Any travel expenses related to personal leave taken in conjunction with a teaching assignment will not be reimbursed. When in doubt about a particular expense, contact the AP Travel Coordinator.

What about shipping return materials?
Answer: If a professor needs to return materials to their office by mail, the Site Director will assist them with transportation to the post office. Funds for shipping and postage are not available from the Advanced Programs office or the Site Director. This expense must be paid by the professor and is not reimbursable.

How do I handle my travel claim for reimbursement if I wish to extend the trip for personal travel?
Answer: Submit all receipts related to both your teaching assignment and personal leave taken if the receipt dates overlap the allowed travel dates. Items such as parking, taxis,
gasoline, etc. will be prorated to the allowed days of travel. Submit hotel receipts even if lodging was chosen other than the “designated hotel” for that site. When extending travel to include other cities than direct travel to your teaching assignment, be certain to secure a reimbursable airfare quote from the AP Travel Coordinator prior to travel. When in doubt, submit all receipts and those that do not apply will be returned if you desire.

**Do I have to fill out the State of OK Travel Voucher?**

Answer: No. After you submit your receipts, a completed travel voucher will be emailed to you for signature.

**Can I get reimbursed prior to travel for airline tickets I bought?**

Answer: Advanced Programs is not authorized to provide advanced travel reimbursement.

**Should we purchase foreign currency prior to travel overseas?**

Answer: Please consult the appropriate site travel guide on the Faculty page of the AP website. You will get a better exchange rate after you arrive at your destination. ATM machines are available at all major airports for foreign currency exchange.

**What precautions can I take for security reasons in this age of travel?**

Answer: We suggest that you review this website from the Department of Homeland Security: [http://www.dhs.gov/files/travelers.shtm](http://www.dhs.gov/files/travelers.shtm)

**Do I need Travel Orders or a Letter of Authorization to get on base in North America?**

Answer: No, at the present time neither is necessary for travel within the continental United States, and Hawaii.

**Is mileage to/from the airport from my place of employment reimbursable?**

Answer: Yes, one round trip to/from the airport is reimbursable as well as parking at the airport. If someone drives and picks you up at the airport, two round trips are reimbursable.

**Do I have to rent a car if one is authorized?**

Answer: No, contact the AP Travel Coordinator and these arrangements will be made for you.

**Can I drive to a teaching site in lieu of flying if it is a reasonable distance?**

Answer: Contact the AP Travel Coordinator and secure a quoted amount for the round trip airfare. You will be reimbursed for your personal mileage to/from this site if it does not exceed the quoted airfare amount. Additional per diem or hotels costs incurred from driving will not be reimbursable.
What do I do if I get “bumped” or delayed and miss my flight while in transit to the site?

Answer: Go to the airline ticket agents if you are “bumped” and show them your travel orders or Letter of Authorization issued by the military. Since you are “under government orders”, this may prevent you from getting bumped from the flight or give you priority on the next flight available. The same ticket agent will be able to make arrangements for you on connecting flights if they will change due to delays. Please contact the local Site Director to notify them of your flight plans if changed, especially if arrangements were made to meet you upon arrival. Important: Do not leave home without the phone numbers e-mailed to you for use in such an emergency.

Where do I go to get a passport for the first time?

Answer: Passport applications may be secured from the post office or online. Visit the US government website for stipulations on new, renewed, or lost passports: http://travel.state.gov/passport/passport_1738.html

How long does it take to get your passport renewed?

Answer: Normally 6 weeks. 2 weeks if you choose an expedited service. US passport renewal: http://travel.state.gov/passport/renew/renew_833.html

What if I do not have a US passport and am a resident alien of the United States?

Answer: Please submit your resident country passport copy to Advanced Programs as requested prior to travel. Some countries may require an additional travel visa or other documents due to your alien status for teaching on base at that particular site. Contact the AP Travel Coordinator immediately.

Are any travel expenses prepaid by Advanced Programs, such as lodging or airfare?

Answer:

Airfare: Advanced Programs will purchase your airline ticket. If you would like to purchase your own ticket, you can do so. Important: If arranging your own air travel, please contact the AP Travel Coordinator to secure a quote for reimbursable airfare cost.

Other travel expenses: You will be expected to pay for all other travel expenses including lodging.

Is smoking allowed in the billeting rooms?

Answer: Government facilities have a no smoking policy. Designated outside smoking has been assigned. Some bases do not allow smoking anywhere on the base.

What do I do if I need immediate medical or dental attention while on assignment?

Answer: Follow emergency regulations on base or contact the hotel concierge for assistance.
How many days before and after my teaching dates am I allowed for travel time?

Answer:

<table>
<thead>
<tr>
<th>Theater/Site</th>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental US</td>
<td>1 day prior to class</td>
<td>Evening of the last class</td>
</tr>
<tr>
<td>Hawaii</td>
<td>1 days prior to class</td>
<td>Evening of the last class</td>
</tr>
<tr>
<td>Europe</td>
<td>2 days prior to class</td>
<td>1 day after class</td>
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</tbody>
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**Syllabi**

**Why are syllabi requested so far in advance?**

Answer: To meet our contractual agreement with the government, we must order text no later than 16 weeks prior to the course start date and have text on the shelf available for student purchase no later than 10 weeks prior to the course start date. Syllabi must be posted on the Advanced Programs website no later than 10 weeks prior to the course start date.

**How do professors and students get a copy of their course syllabi?**

Answer: Syllabi are available 10 weeks before the course start date and can be found by accessing our website at [www.goou.ou.edu](http://www.goou.ou.edu), selecting Course Schedules & Syllabi and then locating desired course by site or program. Students order text through the Follett website as indicated on the syllabus.

**Desk Copies and Course Packets**

**What is the procedure for professors requesting desk copies of their text?**

Answer: Advanced Programs does not provide desk copies of text. Publisher information will be provided upon request to assist the professor in ordering a desk copy.

**Why do we recommend Electronic Reserve or Desire2Learn (D2L) instead of hard copy course packets?**

Answer: Both Electronic Reserve and D2L allow students easy access to download the materials without cost. Copyrighted materials not placed on Electronic Reserve or D2L must be submitted to Advanced Programs by the syllabus due date to be published as a custom packet. Custom packets will be processed through Follett’s Custom Publisher, and made available for student purchase online in the same manner as course textbook.

**What materials do I need to submit for electronic reserve/course packets?**

Answer: The professor must submit the original materials and an electronic reserve/custom packet form (provided as an attachment to the syllabus request email) indicating what course the materials are for, how it is to be prepared and information on the articles/chapters for copyright clearance purposes.
Stipends

When will I get paid?

Answer: All stipends for Advanced Programs will be processed the day after the end of the course. Advanced Programs professors are appointed as monthly employees of the University. Stipends for courses with an end date at least 5 work days prior to the Personnel Action Form (PAF) Submission Deadline found by searching monthly payroll deadlines on the Human Resources website may qualify your stipend to be paid in the same month’s payroll cycle. Stipend payment for courses with an end date less than 5 work days prior to the PAF Deadline may be delayed until the following month’s payroll cycle.

How will I know if I will be paid this month?

Answer: Email notifications are sent out to professors after payroll has been closed and verified, approximately the third week of the month.