**What is my official duty station address?**

In January, 2016, the Office of Management and Enterprise Services (OMES) notified us of a change in the travel claim/expense report process. In the past, only the City and State of the Official Duty Station was required on the expense report. You will now see that the field has been updated to the new OMES requirement:

![Official Duty Station Address](660 Parrington Oval, Norman, OK)

To make this process somewhat easier, the address in the expense report header for all employees has been defaulted to “660 Parrington Oval, Norman, OK”. This is the address of Evans Hall, and can be used for all Norman Campus employees; if desired, Norman Campus employees can change the address to the physical address of their building. Employees stationed elsewhere must override this default and enter the full address of their official duty station.

To enter a different address, simply click in the field and type over the default address.