

Standard 48-Hour Travel Abroad Rule. For purpose of meals and lodging expenses reimbursement, official travel in areas outside of the United States may start as early and/or end as late as 48 hours before/after the objective of the trip. We interpret "... official travel in areas outside of the United States ..." to mean official travel to areas outside the contiguous United States, thus travel to Hawaii, Alaska and other possessions of the U.S., (e.g., Puerto Rico, U.S. Virgin Islands, etc...) would be included under the 48-hour travel abroad rule. (74 O.S. § 500.9.F)

Special 48-Hour Extended Rule. In order for the state through its employees to take advantage of special weekend cost saving air fares, reimbursement of expenses may be allowed to start up to 48 hours before and/or extend 48 hours after the date of the object of travel under the following conditions:

- Notwithstanding any savings involved, the extra day of travel must be a weekend day, i.e., Saturday or Sunday. For example, if the purpose of the trip:
 - Begins on Monday/Tuesday, reimbursement status cannot begin earlier than Saturday/Sunday, respectively, and/or
 - Ends on Thursday/Friday, reimbursement status cannot end later than Saturday/Sunday, respectively.

- The voucher must include a detailed cost comparison of additional meals, lodging and other expenses versus the saving on airfare. The airfare rate used in the comparison must come from the same travel agent as where the cost saving ticket was purchased.

- Total reimbursement for meals and lodging and the cost of the airplane ticket shall not exceed the amount of reimbursement that would have been allowed for travel under the normal 24-hour rule plus the related air fare cost available at that time.