

# Frequently asked questions by professors

## Travel

### How soon do we get reimbursed for travel expenses?

Approximately 7-10 days after you submit your travel reimbursement request in Concur, the OU online travel system. 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?

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?

**North America:** Most military bases in the US are closed to the public. Dependents and spouses are not allowed to go on base.

**Europe:** Background checks are required for all faculty to arrange base access. Some bases do allow family members. Please contact the Site Director at the teaching site for information.

**Hawaii:** Spouse or dependents are allowed to accompany you on base. Please notify the Site Director before you travel.

### Are all expenses reimbursable?

Reimbursable expenses include travel between home and airport (mileage, taxi, shuttle), travel between airport and site (shuttle, train, taxi, etc.). Rental car and fuel (if car is authorized at the site), lodging (designated lodging), and per diem within reasonable limits. The travel guide for each teaching site will provide more detailed information on what expenses are reimbursable. Faculty guides can be found at <https://pacs.ou.edu/about/ou-north-america-and-europe/faculty-staff-resources/>. 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?

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?

Upload to Concur all receipts that are 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.

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

Advanced Programs is not authorized to provide advanced travel reimbursement. The OU travel card should be used for all travel related purchases.

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

Please consult the appropriate site travel guide on the Faculty page of our 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?**

We suggest that you review this website from the Department of Homeland Security:  
<http://www.dhs.gov/files/travelers.shtm>

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

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?**

No, but please be aware that the Site Director is unable to provide transportation to and from the classroom. If a car is recommended and you should choose not to rent one, please contact the Site Director to determine if there is acceptable transportation from your lodging to the classroom.

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

Yes, but 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 the site up to the quoted airfare amount. Additional per diem or hotel costs incurred while driving may not be reimbursable.

**What do I do if I get “bumped” or delayed and miss my flight while in transit to the site?**

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?**

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](http://travel.state.gov/passport/passport_1738.html)

**How long does it take to get your passport renewed?**

Normally 6 weeks. 2 weeks if you choose an expedited service. US passport renewal:  
[http://travel.state.gov/passport/renew/renew\\_833.html](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?**

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?**

**Airfare:** Advanced Programs will purchase your airline ticket and place the cost on your OU Travel Card. If you would like to purchase your own ticket, you can do so, but you should use your OU travel card. **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 using your OU travel card.

**Is smoking allowed in the billeting rooms?**

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?**

If you are an OU employee, before you leave to travel to the teaching site, please review the information at [Insurance When You Travel](#).. This information will ensure that you get the insurance coverage they need when traveling to Europe. Follow emergency regulations on base or contact the hotel concierge for assistance.

If you are not an OU employee (do not participate in the OU employee insurance program), 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?**

Theater/Site	Departure	Return
Continental US	1 day prior to class	Evening of the last class
Hawaii	1 day prior to class	Evening of the last class
Europe	2 days prior to class	1 day after class

**Syllabi**

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

To meet our contractual agreement with the government, we must have texts on the shelf available for student purchase no later than 10 weeks prior to the course start date. Syllabi must be posted on the PACS website no later than 10 weeks prior to the course start date.

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

Syllabi are available 10 weeks before the course start date and can be found by accessing our website at <https://pacs.ou.edu/current-students/graduate-student-information-center/ou-north-america-and-europe-resources/>, selecting the desired course schedule by semester by site or program. Students order texts 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?**

Publisher information will be provided upon request to assist the professor in ordering a desk copy.

### **Why do we recommend Electronic Reserve or Canvas instead of hard copy course packets?**

Both Electronic Reserve and Canvas allow students easy access to download the materials without cost.

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

Please contact the OU Library for information for electronic reserve. Email Debbie Bergman at [debbieb@ou.edu](mailto:debbieb@ou.edu) for instructions regarding course packets.

## **Stipends**

### **When will I get paid?**

Stipends for Advanced Programs compressed format onsite courses will be processed the day after the end of the course. Stipends for online courses, and courses that span several months, will be processed for payment in multiple installments over the months of the course. All AP professors are appointed as monthly employees of the University.

If your course has a processing date at least 5 work days prior to the PAFs and Backdated Time to Payroll deadline on the Monthly Payroll Processing Deadlines schedule found under Payroll Calendars at: <http://hr.ou.edu/Managers-HR-Payroll-Coordinator/Processes-Policies/Payroll-Calendars-Actions> your stipend may qualify for payment in the same month's payroll cycle. If your course has a processing date less than 5 work days prior to the PAF Deadline your stipend may be delayed until the following month's payroll cycle.

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

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