



STATE OF OKLAHOMA

**WORKERS' COMPENSATION COMMISSION**

M I N U T E S

of the

WORKERS' COMPENSATION COMMISSION  
FOR THE STATE OF OKLAHOMA

for the

January 22, 2015  
Regular Public Meeting

MINUTES OF THE MEETING OF THE WORKERS' COMPENSATION COMMISSION FOR THE STATE OF OKLAHOMA

NOTICE OF THIS MEETING WAS FILED WITH THE SECRETARY OF STATE ON WEDNESDAY, DECEMBER 29, 2014.

The members of the Workers' Compensation Commission for the state of Oklahoma met at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, on January 22, 2015.

Members present: Chairman Troy Wilson, Commissioner Denise Engle, Commissioner Bob Gilliland.

Others in attendance on behalf of the Commission: Rick Farmer, Clif Cypert, Andrea Bair, Neal Leader, Kim Bailey, and Holly Miller.

Chairman Wilson expressed appreciation for those in attendance. After the roll was taken, he announced the presence of a quorum and the Statement of Compliance with the Open Meetings Act was read. The meeting was called to order at approximately 1:30 p.m.

**Approval of Minutes**

Chairman Wilson presented the minutes of the December 18, 2014 regular meeting for approval.

**Motion:** Commissioner Engle moved to approve the minutes of the December 18, 2014 regular meeting.

**Second:** Commissioner Gilliland.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

**1. Discussion and Consideration of an Assessment and an Assessment Rate for the Oklahoma Option Insured Guaranty Fund**

*Title 85A O.S. § 206(A) of the Oklahoma Employee Injury Benefit Act (Act) requires carriers to pay annually to the Workers' Compensation Commission a fee, at the rate to be determined by the Commission, but not to exceed three percent (3%) on all written premiums resulting from the writing of insurance under this act on risks within the state.*

*Title 85A O.S. § 208 provides that in making its determination the Commission shall determine the surplus in the Oklahoma Option Insured Guaranty Fund (Fund) by December 31<sup>st</sup> of each year. At the Commission's December regular meeting, it made the determination that there was no surplus in the Fund. The Fund has a \$0.00 balance. The Commission shall determine the rate of assessment for the Fund on or before March 1<sup>st</sup>. 85A O.S. § 208(A)(2). The Commission considered the annual assessment rate for the Oklahoma Option Insured Guaranty Fund.*

Chairman Wilson recognized Andrea Bair to present a recommendation to the Commission to approve the assessment at a rate of 3 percent of all written premiums resulting from the writing of insurance under this act. The description of this assessment is identified as Exhibit A and is included as part of these minutes.

**Motion:** Commissioner Engle moved to approve the assessment at a rate of 3 percent of all written premiums resulting from the writing of insurance under this act.

**Second:** Chairman Gilliland.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

**2. Discussion and Consideration of an Assessment and an Assessment Rate for the Oklahoma Option Self-insured Guaranty Fund**

*Title 85A O.S. § 207(A) of the Oklahoma Employee Injury Benefit Act (Act) requires self-insured employers to pay annually to the Workers' Compensation Commission a fee, at the rate to be determined by the Commission, but not to exceed three percent (3%) of the written premium which would have to be paid by a carrier if the self-insured employer were insured by a carrier.*

*The Fund has a \$0.00 balance. Assessment payments are to be made directly to the Commission on or before April 1<sup>st</sup> to be deposited in the Oklahoma Option Self-insured Guaranty Fund. 85A O.S. § 208(B)(2). The Commission considered the annual assessment rate for the Oklahoma Option Self-insured Guaranty Fund.*

Chairman Wilson recognized Andrea Bair to present a recommendation to the Commission to approve an assessment at a rate of 3% of the written premium which would have to be paid by a carrier if the self-insured employer were insured by a carrier or approving a different assessment rate percentage.

**Motion:** Commissioner Gilliland moved to set an assessment at a rate of 3% of the written premium which would have to be paid by a carrier if the self-insured employer were insured by a carrier.

**Second:** Commissioner Engle.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

**3. Commission Adoption of Travel Policy**

*Proposed for the Commission's consideration is a Commission travel policy. The Commission travel policy provides for necessary and reasonable travel expenses incurred for authorized Commission business. The intent of the policy is that payment be fair, equitable, and efficient for both the traveler and the Commission.*

Chairman Wilson recognized Clif Cypert to present a recommendation to the Commission to approve the Travel Policy identified as Exhibit B and included as a part of these minutes.

**Motion:** Commissioner Engle moved to approve the Travel Policy as presented and identified as Attachment B and included as a part of these minutes.

**Second:** Commissioner Gilliland.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

**4. Consent Agenda for Travel Vouchers Currently Outstanding**

*85A O.S. §23 states any commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission. In accordance with this section, the Commission will consider a vote to approve the currently outstanding vouchers.*

Chairman Wilson recognized Clif Cypert, Deputy Director, to present a recommendation that the Commission approve the vouchers listed in this Consent Agenda, identified as Agenda Item 4 and included as part of these minutes.

Commissioner Engle stated that a vote to approve her own travel voucher should be separate from the others on the list, upon which she would abstain from a vote.

**Motion:** Chairman Wilson moved to approve the vouchers listed in this Consent Agenda, except number 8, for Commissioner Engle, identified in the attachment as Agenda Item 4.

**Second:** Commissioner Gilliland.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

**Motion:** Commissioner Gilliland moved to approve the voucher for Commissioner Engle, listed on line 8 in this Consent Agenda, identified in the attachment as Agenda Item 4.

**Second:** Chairman Wilson.

Those voting aye: Commissioner Gilliland and Chairman Wilson.

Abstention: Commissioner Engle.

**The motion carried.**

**5. Consent Agenda for Payments Made from the Workers' Compensation Fund Currently Outstanding**

*85A O.S. §22(A)(5) states that all expenditures in the administration of the act shall be allowed and paid from the Workers' Compensation Fund on the presentation of itemized vouchers approved by the*

*Commission. In accordance with this section, the Commission considered a vote to approve the currently outstanding vouchers.*

Chairman Wilson recognized Clif Cypert, Deputy Director, to explain his recommendation to the Commission to approve the vouchers listed in the Consent Agenda, identified as Agenda Item 5 and included as part of these minutes.

**Motion:** Chairman Wilson moved to approve the vouchers listed in the Consent Agenda, plus or minus 5 percent.

**Second:** Commissioner Gilliland.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

## **6. Reports**

**THE FOLLOWING REPORTS ARE PRESENTED FOR INFORMATIONAL PURPOSES ONLY. NO ACTION WAS TAKEN.**

Chairman Wilson recognized Kim Bailey, General Counsel, to present a report on the permanent and emergency rulemaking process and the forms revision process.

Ms. Bailey explained that the Commission submitted its Notices of Rulemaking Intent to the Secretary of State, Office of Administrative Rules on December 22, 2014. It also submitted the proposed permanent rules to the Governor's office and its Cabinet Secretary, the Secretary of State's Office. The Governor's office has reviewed the proposed permanent rules. The Notices of Rulemaking Intent were accepted and published in the Oklahoma Register on January 15, 2015. The Commission has filed its notification of fees with the State Online Filing System.

With the assistance and diligence of Judge Tish Sommer, the proposed Commission Forms have also been posted to the Commission website under the Resources tab. Notification has been given to interested parties that a copy of the proposed rules and forms and the rule impact statements are available on the Commission's website. The Commission is currently in the thirty day (30) day comment period that runs from January 15, 2015 through February 16, 2015. Comments may be submitted to [rules@wcc.ok.gov](mailto:rules@wcc.ok.gov). A public hearing will be held at 9:00 a.m., Wednesday, February 18, 2015, in Room 104 of the State Capitol Building, Oklahoma City, OK. Interested parties must sign in at the door.

Chairman Wilson recognized Andrea Bair, Deputy Insurance Services, to present a report on the individual own risk employer permits issued by the Insurance Division and provide an overview of the security required to be posted by those employers. Ms. Bair's full written report is identified as Exhibit C, and is included as part of these minutes.

**7. Executive Session:**

*Pursuant to 25 O.S. § 307 (B)(1), an Executive Session was proposed for the purpose of the performance evaluations of the Commission's Executive Director, Deputy Director and Deputy, Insurance Services.*

*Additionally, pursuant to 25 O.S. § 307(B)(4), an Executive Session was proposed for the purpose of conducting confidential communications between the Commission and its attorneys concerning a pending claim involving the Commission, Self-insurance Guaranty Fund Board, Penloyd, LLC, a former self-insured, and F&M Bank & Trust Company.*

The Commission's counsel from the Attorney General's Office advised that public disclosure of the communications relating to this claim would seriously impair the ability of the Commission and their counsel to respond to the pending mediation and claim.

**Motion:** Chairman Wilson moved to (a) determine that disclosure will seriously impair the ability of the commission to respond to the claim, and (b) to go into Executive Session for both purposes stated above.

**Second:** Commissioner Engle.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

**8. Vote to Reconvene in Open Session**

**Motion:** Commissioner Engle moved to reconvene in Open Session.

**Second:** Commissioner Gilliland.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

Chairman Wilson stated that no action will be taken at this time on the performance evaluations described in Agenda Item 8a.

**Motion:** Chairman Wilson made a motion that the Commission give to Kim Bailey, the Commission's General Counsel, and full authority at the mediation between Penloyd, LLC's receiver, F&M Bank, the Self-insurance Guaranty Fund Board and the Commission, scheduled for January 26, 2015.

**Second:** Commissioner Gilliland.

Those voting aye: Commissioner Engle, Commissioner Gilliland, and Chairman Wilson.

**The motion carried.**

**Announcement**

Chairman Wilson announced that the Commission's next regularly scheduled meeting is Thursday, February 19, 2015.

**Adjournment**

***Motion*** to adjourn: Commissioner Gilliland.

***Second:*** Commissioner Engle.

Those voting aye: Chairman Wilson, Commissioner Engle, Commissioner Gilliland.

**The motion carried.** The meeting was adjourned.

Exhibit A

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Assessment Rate for the Oklahoma Option Insured Guaranty Fund

Andrea Bair, Deputy Insurance Services

January 22, 2015

TO: Troy Wilson, Chairman  
Robert Gilliland, Commissioner  
Denise Engle, Commissioner

CC: Rick Farmer, Executive Director

FROM: Andrea Bair

DATE: January 15, 2015

SUBJECT: Assessments for Consideration

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Communication with the Oklahoma Insurance Department has provided that there are 29 Qualified Employers. There are assessments for insurers and employers as outlined below.

**1. Oklahoma Option Insured Guaranty Fund Under the Oklahoma Employee Injury Benefit Act (The Option)**

This fund provides funding for covered claims that are due and unpaid or interrupted due to the inability of the insurer of a Qualified Employer's benefit plan under The Option to meet its obligations. The Commission has responsibility for two assessments under this fund.

Annual Assessment- The Insured Guaranty Fund provides for an annual assessment under 85A O.S. §206(A)(B). Carriers shall pay annually to the Commission a fee, at the rate to be determined by the Commission not to exceed three percent (3%) of all written premiums resulting from the writing of insurance under The Option on risks within Oklahoma.

The fund was established in February of 2014 and has a balance of \$0; therefore the Commission determined there was no surplus. On or before March 1, 2015, the Commission shall determine the rate of the annual assessment. The Commission then notifies each insurance carrier of the assessment rate and the fees shall be collected by the Commission from the carriers at the same time and in the same manner as the insurance premium taxes under the Oklahoma Insurance Code and deposited into the Oklahoma Option Insured Guaranty Fund. Fees shall be paid on or before April 1, 2015. 85A O.S. §208(A)(B).

**Recommendation-** A three percent (3%) assessment would allow the fund to grow. We are unsure of the assessment base at this time; and cannot project an estimated balance resulting from a 3% assessment. Communication is ongoing with the Oklahoma Insurance department as to carriers to be included in the assessment. The Commission will be communicating with OID and carriers to capture this information.

**2. Oklahoma Option Self-insured Guaranty Fund Assessments Under the Oklahoma Employee Injury Benefit Act (The Option)**

Annual Assessment- Self-insured Qualified Employers shall pay a fee at a rate determined by the Commission not to exceed three percent (3%) of the written premium which would have to be paid by an insurance carrier pursuant to Section 206 if the self-insured employer were insured by a carrier. 85A O.S. §207(A).

The assessment rate shall be determined and the fees collected on or before April 1, 2015. It is the Commission's responsibility to notify each self-insured Qualified Employer of the rate of assessment and to compute the fees that are to be paid directly to the Commission and deposited into the Oklahoma Option Self-insured Guaranty Fund. 85A O.S. §208(B)(2).

**Recommendation-** A three percent (3%) assessment would allow the fund to grow. We are unsure of the assessment base at this time; and cannot project an estimated balance resulting from a 3% assessment. Communication is ongoing with the Oklahoma Insurance department as to carriers to be included in the assessment. The Commission will be communicating with OID and carriers to capture this information.

Exhibit B

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Workers' Compensation Commission Travel Policy

Clif Cypert, Deputy Director

January 22, 2015

## **WORKERS' COMPENSATION COMMISSION TRAVEL POLICY**

The Workers' Compensation Commission travel policy has been developed in accordance with the State Travel Reimbursement Act (*STRA*), 74 O.S., Section 500.1, et seq. The policy covers State officials and employees who are performing a substantial and necessary service for the State of Oklahoma and the Workers' Compensation Commission. Non-employee travel is covered under the policy if the travel expenses were:

- Incurred by an employee traveling at the Commission's request.
- Incurred at the Commission's request by an individual in the course of seeking employment with the Commission.
- Provided for in a grant and contract for a conference participant when no other fees for the individual's service or participation will be made.
- Incurred by an individual who has volunteered his services and payment for the individual's services will not be made.

Travel expenses incurred by a vendor or consultant should be included in the total amount of the contract award or honorarium. Any such travel expenses **cannot** be reimbursed on the State of Oklahoma Travel Voucher. Claims for reimbursement of travel expenses shall not cover periods of over 31 days. In cases where the travel period is continuous beyond 31 days, subsequent claims for expense reimbursement must be filed as necessary to cover the extended period.

### **EMPLOYEES' RESPONSIBILITY**

Employees traveling on official business for the Commission are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable and should be avoided as a standard practice. The traveler should obtain appropriate receipts for all applicable charges and keep a personal record of all miscellaneous expenditures chargeable to the Commission, noting each item as the expense is incurred. In this way, all necessary information will be accumulated and available to assist in the preparation and submission of the State of Oklahoma Travel Voucher.

### **AUTHORIZATION/JUSTIFICATION FOR TRAVEL**

Travel must be necessary for the proper execution of official Commission business or in justifiable pursuit of the Commission's objectives. Meetings and conferences attended must be of a professional nature that will increase the attending individual's usefulness to the Commission.

Commission staff and non-Commission employees traveling on Commission funds, including grants and contracts and agency special accounts to out-of-state destinations, **must** receive prior written approval from his or her appropriate supervisor and their department head with budgetary authority (*Executive Director or Deputy Executive Director*). Documentation of the approval shall be maintained in the departmental files of the traveler and/or the funding account sponsor and shall be subject to compliance review by Internal Auditing. Approval for routine in-state business purposes will not require prior approval. Upon completion of the authorized travel (*in-state or out-of-state*), the travel voucher submitted for reimbursement must be approved by the traveler's appropriate supervisor with budgetary authority.

### **LIMITS OF EXPENSE**

Reimbursement for Commission travel is based on **actual and reasonable** expenses incurred, subject to the limitations established by the Commission's travel policies (*i.e. STRA*). An expense which is at the **official station** of an employee will not be reimbursed. The "official station" is defined as the designated location where the employee primarily performs his/her responsibilities. The limits on travel expense reimbursement specified in this policy are not to be construed as an indication of the amounts that should be spent. These are only maximum amounts above which reimbursement cannot be made. Commission employees' travel expenditures should be as conservative as good taste and circumstances permit. Specific policies which apply to various types of travel expenses are listed on the next several pages. If there are any questions about reimbursement of expenses, contact your travel coordinator or Finance Officer. Employees who are required to attend hearings or meetings of any congressional committee/subcommittee or federal agency, board, or commission can be reimbursed for their actual and necessary travel and lodging expenses with the appropriate Commission approval.

### **PUBLIC TRANSPORTATION**

Transportation for persons traveling **singly** should be by common carrier (*air, train, bus*) whenever practical. Advantage must be taken of round trip rates when available. Travel must be by the **most direct route possible unless it can be shown that alternative routes are less expensive or more practical**. Any individual traveling by an indirect route must bear the extra expense. Regardless of the mode of transportation (*including privately owned vehicles*), reimbursement for out-of-state transportation shall not exceed that of **coach airfare plus other allowable transportation costs (*i.e. shipping charges, taxi, etc.*)**. **Commercial Air Travel** Air travel accommodations should be limited to **coach class airfare only**. Travelers are responsible to book air travel through one of the contracted travel agencies and at the most economical rates using normally traveled routes. In the event that a traveler chooses a higher fare than the lowest applicable fare it will be noted as an exception and reported by the travel agency to the Commission.

### **TRAVEL INSURANCE**

**In-State Vehicle Liability Coverage** – The State of Oklahoma is self-insured through the Risk Management Division of OMES. A copy of your Entity's Certificate of Coverage may be obtained from your State Entity Risk Management Coordinator.

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**Out-of-State Vehicle Coverage** – The commercial insurance policy provided through the Risk Management Division of OMES provides liability coverage for out-of-state travel, however an additional physical or collision damage waiver (CDW) is advisable if not renting a vehicle from the statewide contract vendor, Enterprise. Personal accident insurance (PAI), personal effects insurance (PEI), and other supplemental liability insurance are considered personal expenses and are not reimbursable.

**Foreign Vehicle Coverage** – It is strongly recommended that a CDW be purchased from the rental company if renting a vehicle in a foreign country.

**Foreign Travel Coverage** – All foreign travel should be reported to the Risk Management Division in the annual foreign travel survey, or at least 30 days prior to overseas travel for area specific insurance coverage information.

Contact the State Risk Management Division of OMES for additional information related to foreign travel or any other insurance issue at (405) 521-4999 or [http://www.ok.gov/DCS/Risk\\_Management/index.html](http://www.ok.gov/DCS/Risk_Management/index.html).

### **Frequent Traveler Benefit Programs**

Air carrier selection cannot be biased by any traveler's frequent flyer affiliation or benefits. The lowest cost air travel will take precedence over frequent flyer programs. Any employee choosing a more expensive flight may be required to reimburse the Commission for any excess costs. Frequent flyer miles earned on travel funded by the Commission are maintained and redeemed individually by Commission personnel. Whenever practicable, personnel should redeem frequent flyer miles earned while traveling on Commission business to fund other Commission business travel. Frequent flyer miles earned while traveling on Commission business may not be exchanged for cash. Likewise, the Commission cannot reimburse personnel for their use. When the traveler's itinerary includes a personal travel component in conjunction with a business component, the traveler may not have the travel agency bill the Commission's department for the personal travel component of the airfare. Travelers should book all air transportation through one of the contracted Commission travel agencies for air transportation, unless circumstances satisfy one of the following exceptions:

- Air travel was initiated on an emergency basis and time did not allow using a contracted travel agency, e.g. changing itinerary en-route or emergency travel after hours.
- Airfare is part of a package arranged by the organization scheduling the meeting or conference.

From time to time the traveler may find an internet fare that is lower in price than a fare available from an authorized travel agent. In order to book such a fare and be reimbursed for it, the traveler must produce documented objective evidence that the fare is lower than that which can be secured by the agent. Examples of this type of evidence are an itinerary, email, or memo from the agent, documenting the best fare that could be obtained for the travel involved. The date and time of the evidence and information must be proximate to the date and time of the lower internet fare. Other types of objective evidence may be considered, but in no case shall a mere written statement by the traveler be sufficient. The final decision rests with the travel coordinator and/or the Finance Officer.

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The ticket may be booked using the traveler's personal funds and reimbursed per the Commission travel reimbursement policy. The traveler must attach all such documented evidence to the State of Oklahoma Travel Voucher when submitting it to the travel coordinator. Only tickets with verifiable savings will be reimbursed. The traveler understands and accepts that the protections, features, and services that would otherwise accompany an agency-issued ticket may not be available. If it is established by the travel coordinator, or by subsequent audit, that an equal or lower fare was available through one of the authorized agencies, no or only partial reimbursement may be allowed, and collection action from the traveler may be taken if necessary.

## **LOCAL TRANSPORTATION**

This refers to local transportation at the traveler's destination and includes taxi, limousine, bus, subway, etc. Receipts are required of any single expense of \$25.00 or more. If the total of any type of expenditure, e.g., taxi, is \$25.00 or more but each single expense was under \$25.00, indicate the number of trips in brackets beside the total.

### **Reimbursement of Leased or Rented Automobiles**

Commission departments may rent vehicles from the Fleet Services for travel to official functions, i.e., conferences, meetings, field trips, or similar activities, for a period not to exceed the length of the time necessary to complete the trip. Fleet Services will require an authorization signed by the Travel Coordinator for short-term rentals. The authorization may be for multiple rentals if it fits for the specific conditions under which rentals will occur. [Title 74, Section 85.451](#) (Trip Optimizer System Use Requirements) applies for this agency. The Trip Calculator determines best value to state agencies for trips that require a rental vehicle. Options include the State of Oklahoma Fleet Management Motor Pool, vendors under Statewide Contract 771 and mileage reimbursement. Variables taken into consideration are the rental rates, number of days and expected miles driven, any free miles provided, the cost of fuel (updated on a daily basis using AAA Fuel Gauge Report), and include average miles per gallon for each class of vehicle.

**Use of the Trip Calculator is required when an employee with a state agency meets one of two conditions:**

A) rents a vehicle through Fleet Management for a state owned vehicle or Enterprise Rent-a-Car, the vendor currently under state contract; or,

B) requires travel reimbursement for use of their privately owned vehicle on official state business.

The amount is calculated using the Trip Optimizer found on the OMES website under DCAM/Fleet Management: <https://www.ok.gov/dcs/calculator/index.php>.

All state employees that use a state-owned vehicle for official state business must abide by the Fleet Management guidelines, which includes directions and prohibitions regarding such issues as passengers, re-fueling, and hand-held devices.

Fleet Management invoices are provided to the agency CPO and paid on a monthly basis.

### **Privately Owned Automobile/Plane**

For in-state travel, reimbursement for privately owned automobile/plane is limited to the current rate mileage stipulated by the trip optimizer found on the State of Oklahoma Fleet Management website. Reimbursement for out-of-state travel is limited to the lesser amount of a coach class airfare versus the map mileage calculated at applicable mileage rate. At the time the out-of-state travel is planned, a coach airplane fare quote should be obtained from one of the Commission contracted travel agencies. The name of the travel agency, date obtained, and the amount of the quote must be indicated on the State of Oklahoma Travel Voucher submitted for reimbursement. Reimbursement will be based upon the lesser of the coach airplane fare versus map mileage cost. An exception to the comparison to coach airplane fare and map mileage cost is made if a privately owned automobile/plane is used to save time when common carrier transportation cannot satisfactorily cover the number of outlying places or to reduce expenses **when two (2) or more Commission employees are making the trip**. The reason for the exception to this requirement must be noted on the State of Oklahoma Travel Voucher.

### **Map and Vicinity Miles**

Map mileage is the official map mileage as calculated by ODOT from one location to another performed in a privately owned vehicle and can be found on the Fleet Management website at: [http://www.ok.gov/DCS/Fleet\\_Management/index.html](http://www.ok.gov/DCS/Fleet_Management/index.html).

Vicinity mileage refers to travel that is in excess of map mileage while conducting Commission business in a **privately owned vehicle**.

### **MEALS AND LODGING EXPENSE**

Reimbursement for meals and lodging shall not begin more than twenty-four (24) hours before or continue more than twenty-four (24) hours after the objective of the trip, such as the meeting, workshop, conference, etc. If meals and lodging are furnished as a **package plan**, reimbursement may be based upon a combined receipt but at a daily rate not to exceed the rate that would have been allowed for separate meals and lodging (*the receipt must reflect a breakdown between meals, lodging, registration, etc.*).

### **Reimbursement for Meal Expenses**

There will be reimbursement for meal expenses only in connection with overnight travel status. The basic guideline for overnight travel status without support of an overnight public lodging receipt is 18 hours. Reimbursement of per diem expenses is based on the provisions of the Internal Revenue Code and the rates issued by the Government Services Administration. To obtain these rates for travel beginning July 1, 2001, access the GSA web site at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Both per diem and lodging reimbursement rates are listed as either within the continental United States (CONUS) or Foreign. If the travel is to a location that is within the county of the key city, the traveler will qualify for the per diem rate of that city. If the lodging receipt does not indicate the CONUS/FOREIGN city, the traveler must provide a statement on the travel reimbursement claim similar to the following: "I

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city, the traveler must provide a statement on the travel reimbursement claim similar to the following: "*I certify the public lodging place named on the lodging receipt is located in the corporate limits or county of the CONUS city of travel.*" If the location of travel is not listed on the web site, the federal standard rate for per diem (*meals and incidentals*) will apply.

"Continental breakfasts" and refreshments, such as coffee, tea, soft drinks, etc., provided during meeting breaks are not considered meals. Also, exceptions may apply if there were special circumstances which prevented the claimant from participating in the function at which the meal was provided. Examples of special circumstances would include special dress requirements, diet restrictions, transportation availability, etc. Payment or reimbursement would not be permissible in instances where the claimant merely chose not to attend the function. A statement signed by the claimant attesting to the special circumstances of non-participation in the meal function must accompany the invoice or the State of Oklahoma Travel Voucher.

### **Reimbursement for Lodging**

Requests for reimbursement for lodging must be accompanied by an **itemized paid receipt** from the hotel, motel, etc. Reimbursement of lodging expenses is based on the provisions of the Internal Revenue Code and the rates issued by the Government Services Administration. To obtain these rates, access the GSA web site at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Lodging reimbursement rates are listed as either within the continental United States (CONUS) or FOREIGN. If the location of travel is not listed on the web site, the federal standard rate for lodging will apply. If the actual room rate is greater than the maximum allowable rate, the taxes should be prorated accordingly. If a hotel/motel is designated by the conference, the actual rates will be paid, not to exceed single occupancy rate, if a document is attached from the conference indicating that this was a designated hotel/motel. A list of recommended or convenient hotels is not sufficient as designation by the conference sponsor.

If an activity is sponsored by a Commission department, that department may designate lodging for the activity by completing in advance the Agency-Sponsored Designated Lodging Notice. Persons attending meetings, workshops or conferences which are conducted at a designated hotel, motel or other public lodging place who choose to acquire less expensive public lodging shall be reimbursed the actual lodging expense not to exceed the single room rate and the single occupancy rate charged by the designated public lodging place.

**When choosing this option, the STRA provides for the reimbursement of local transportation between the two sites to the extent that the cost does not exceed the difference between the cost of the designated lodging and the cost of the optional lodging.**

### **MISCELLANEOUS TRAVEL EXPENSE**

Reimbursement may be claimed for the following miscellaneous expenses:

- **Communications.** Business related telephone or fax charges.
- **Registration fees.** If reimbursement is being requested for registration fees, please attach a paid receipt or both sides of a canceled check.
- **Parking fees and toll road charges.** Airport parking will be reimbursable at a maximum rate per day equal to the published long-term covered parking rate at the airport.
- **Optional business activities.** These expenses should be "essential and necessary" activities that are related and connected with the general purpose of the conference, meeting, seminar, etc. A statement signed by the claimant attesting that these activities were essential and necessary expenses and a brief description of their importance must accompany the State of Oklahoma Travel Voucher form. If the optional business activity includes meals, it must be deducted from the cost of the activity, as described with the registration fees.

**Reimbursement may not be claimed for the following expenses:**

- Personal services such as haircuts, shoe shines, etc.
- **Gas, oil, and repairs to privately owned vehicles.** This is covered in the mileage reimbursement rate for private vehicles.
- Late check-out/room guarantee charges
- Baggage tips (with the exception of baggage assistance related to a known disability)
- Coat check fees
- Entertainment
- Parking tickets or other traffic tickets (see section on Vehicle violation fines and tickets)
- Frequent traveler membership fees
- Tip amounts exceeding authorized amounts
- Airline seat preference charges (unless documented disability or medical condition exists and authorized by employing State Entity)
- Valet services (unless pre-approved by the Transaction Processing Dept./Central Accounting & Reporting/OMES).

**VEHICLE VIOLATION FINES AND TICKETS**

Parking tickets or moving vehicle violation fines are the personal liability of the traveler and are not reimbursable expenses (except tickets for broken lights, etc. on state vehicles when employee is not at fault). All fines shall be paid to the ticketing entity by the traveler. Fines charged to the State P-card by rental car agencies will incur additional administrative charges from the rental company. The traveler is responsible to reimburse the State Entity for the total amount charged to the P-card for the violation. Habitual violations may restrict a traveler's ability to use the P-card for vehicle rentals.

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**Reimbursement for Nonrefundable Travel Expenses in Connection with Canceled Travel**  
**Reimbursement of prepaid travel expenses may be allowed when the travel is canceled for legitimate reasons. Only the portion of the prepaid expense which is nonrefundable is reimbursable.**

Exhibit C

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Monthly Activity for Own Risk Permits for January 2015

Andrea Bair, Deputy Insurance Services

January 22, 2015

**Monthly Activity for Own Risk Permits  
Andrea Bair, Deputy Insurance Services**

Much time over the last three months has been devoted to January 1 self-insured employer renewals. Communication in the form of a renewal notice is mailed to the participants 90 days prior to expiration of the permit. The letter notifies employers of all requirements for renewal, including the beneficiary name change on their security previously in the name of the Court. Collateral is either an irrevocable letter of credit or a surety bond, as required by Rule 810:25-9-4.

For January 1, 38 annual permits were renewed. Two were granted extensions, in compliance with Rule 810:5-9-1 (d). Those two permits will be issued before expiration of the extension.

4 STAR TRAILERS INC (OWN RISK #16810)  
AAON INC (OWN RISK #17092)  
ABF FREIGHT SYSTEM INC (OWN RISK #18654)  
AMITY CARE LLC (OWN RISK #14907)  
ACME ENGINEERING & MANUFACTURING CORP (OWN RISK #15340)  
MELTON TRUCK LINES INC (OWN RISK #16777)  
BANCFIRST CORP (OWN RISK #20060)  
DUNCAN REGIONAL HOSPITAL INC (OWN RISK #19417)  
ALLIANCE STEEL INC (OWN RISK #18746)  
BRUNSWICK CORP (OWN RISK #18212)  
BAMA COMPANIES INC (OWN RISK #14563)  
BAPTIST GENERAL CONVENTION OF OKLAHOMA (OWN RISK #16323)  
MASCO CORP (OWN RISK #12397)  
BILLINGS FAIRCHILD CENTER INC (OWN RISK #15603)  
HEALTH CARE SERVICE CORP (OWN RISK #19800)  
THE BOLDT CO (OWN RISK #18236)  
USG CORP (OWN RISK #14888)  
*STILLWATER MEDICAL CENTER (OWN RISK #19270)*

*Extension granted.*

Exhibit C

[Page 2 of 2]

CITY OF DURANT (OWN RISK #17147)

CITY OF LAWTON (OWN RISK #11014)  
CITY OF MOORE (OWN RISK #12350)  
CITY OF MUSTANG (OWN RISK #17135)  
CITY OF PONCA CITY (OWN RISK #11929)  
TYSON FOODS INC (OWN RISK #12220)  
CUST O FAB INC (OWN RISK #16095)  
UNIMECH INC (OWN RISK #20115)  
EI DUPONT DE NEMOURS & CO (OWN RISK #3745)  
*GEA HEAT EXCHANGERS INC-FKA GEA RAINEY CORP (OWN RISK #17805) Extension granted.*  
INTERNATIONAL PAPER CO (OWN RISK #14354)  
JM FARMS INC (OWN RISK #17737)  
KIMBERLY CLARK CORP (OWN RISK #16372)  
WARREN PROFESSIONAL BUILDING CORP (OWN RISK #18200)  
MONTEREAU INC (OWN RISK #19896)  
SIMMONS FOODS INC (OWN RISK #14803)  
REASORS LLC (OWN RISK #17774)  
VF CORP (OWN RISK #16673)  
SAMUEL ROBERTS NOBLE FOUNDATION INC (OWN RISK #19429)  
SKF USA (OWN RISK #18076)  
WAREHOUSE MARKET INC (OWN RISK #15314)  
WEYERHAEUSER CO (OWN RISK #11419)

## CONSENT AGENDA

<b>TRAVEL</b>	<b>Invoice No.</b>	<b>Amount</b>	<b>Voucher No.</b>
Tara Inhofe	Travel 121714	65.90	1099
Tara Inhofe	Travel 010715	61.09	1100
Tara Inhofe	Travel 011415	60.83	1101
Michael Egan	Travel 010715	59.20	1102
Bryce A. Hill	Travel 010815	128.55	1103
Patricia Sommer	Travel 011415	58.94	1104
T. Shane Curtin	Travel 121714	64.06	1105
Denise Engle	Travel 120414	44.50	1106
Kathryn Fothergill	Travel 090214	303.44	1115

## CONSENT AGENDA

INVOICES	Invoice No.	Amount	Voucher No.
OMES	11140093	458.16	891
Neopost	52014100	648.00	894
OMES	12140091	1,563.56	980
OMES	1150092	1,272.07	1053
OMES	IT00004401	492.84	1084
Rick Farmer - Reimb.	Form3Farmer01131	102.50	1107
	5		
AT&T	405199145067050	122.06	1108
	CT3114		
CompSource	03001488DEC2414	3,582.00	1109
AT&T OneNet	1160526803	3.28	1110
AT&T OneNet	1160725736	36.36	1111
AT&T OneNet	1160923082	6.34	1112
AT&T OneNet	1161119994	2.71	1113



Employee	True Gross	Excess Benefit	FICA/Med	State Ins. Adj. Ben.	State Retirement	State Unemp.	State Share Annuities	Total Payroll Cost
Engle, Denise	\$10,364.42	\$0.00	\$792.81	\$1,542.66	\$1,710.13	\$0.00	\$26.55	\$14,436.57
Farmer, Rick	\$9,333.33	\$179.46	\$700.61	\$1,133.29	\$1,540.00	\$0.00	\$26.55	\$12,913.24
Gilliland, Robert	\$10,364.42	\$34.66	\$785.97	\$1,278.09	\$1,710.13	\$0.00	\$0.00	\$14,173.27
Wilson, Troy	\$10,364.42	\$51.34	\$796.80	\$1,261.41	\$1,710.13	\$0.00	\$26.55	\$14,210.65
Curtin, Shane	\$9,333.33	\$0.00	\$711.61	\$1,677.96	\$1,540.00	\$0.00	\$0.00	\$13,262.90
Egan, Michael	\$9,333.33	\$100.23	\$721.67	\$540.75	\$1,540.00	\$0.00	\$0.00	\$12,235.98
Inhofe, Tara	\$9,333.33	\$33.12	\$716.53	\$837.77	\$1,540.00	\$0.00	\$0.00	\$12,460.75
Sommer, Tish	\$9,333.33	\$104.63	\$722.01	\$536.35	\$1,540.00	\$0.00	\$26.55	\$12,262.87
Cypert, Cliff	\$6,833.33	\$6.90	\$515.64	\$1,535.76	\$1,127.50	\$0.00	\$26.55	\$10,045.68
Bair, Andrea	\$6,666.67	\$148.82	\$513.74	\$492.16	\$1,100.00	\$0.00	\$26.55	\$8,947.94
Cannon, Jay, MD	\$7,500.00	\$102.49	\$581.60	\$538.49	\$1,237.50	\$0.00	\$0.00	\$9,960.08
Andrews, Ray	\$5,666.67	\$0.00	\$411.68	\$1,312.75	\$935.00	\$0.00	\$0.00	\$8,326.10
Booth, Jamie	\$3,538.65	\$104.97	\$275.42	\$536.01	\$583.88	\$0.00	\$0.00	\$5,038.93
Forshee, Virginia	\$3,538.65	\$73.51	\$268.04	\$932.68	\$583.88	\$0.00	\$26.55	\$5,423.31
<b>Total</b>	<b>\$111,503.88</b>	<b>\$940.13</b>	<b>\$8,514.13</b>	<b>\$14,156.13</b>	<b>\$18,398.15</b>	<b>\$0.00</b>	<b>\$185.85</b>	<b>\$153,698.27</b>

Gross Salaries	\$111,503.88
Benefits & Retirement	\$33,680.26
OASDI, Medicare	\$8,514.13
<b>Total</b>	<b>\$153,698.27</b>