

# Chapter 10 - Travel

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## **10.20 Travel Reimbursement Principles**

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## 10.20 Travel Reimbursement Principles

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### 10.20.10 What types of travel costs are eligible for reimbursement?

Travelers may be reimbursed for the following types of expenses incurred on official state business subject to the requirements and restrictions of this chapter.

**Lodging**—The actual cost of lodging up to a specified maximum. An original receipt is required. (Refer to Section 10.30 for more information)

**Meals**— Allowable rate for meal reimbursement. (Refer to Section 10.40 for more information.)

Lodging and meal rates comprise the two components of the maximum allowable per diem rate for the Continental United States (CONUS). The meals and incidental rate for travel outside the Continental United States will be based on CONUS' foreign travel rates

**Transportation**—Costs of necessary official state business travel on railroads, airlines, ships, buses, private motor vehicles, and other means of conveyance. (Refer to Section 10.50 for more information.)

**Miscellaneous travel expenses**—Other expenses essential to the transaction of official state business are reimbursable to the traveler. (Refer to Section 10.60 for more information.)

The following types of travel-related costs **shall not** be reimbursed.

1. Alcoholic beverage expenses
2. The cost of the daily commute between the traveler's official headquarters (or telecommuting site) and official residence. (For details on mileage that can be reimbursed, refer to Subsection 10.50.20 and Subsection 10.50.25.)
3. Certain travel expenses are considered as personal and not essential to the transaction of official state business. Such non-reimbursable expenses include, but are not limited to:
  - Valet services, defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a person with a disability under the provisions of Section 10.60.
  - Entertainment expenses, radio or television rental and other items of a similar nature.
  - Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other non-state business locations.
  - Costs of personal trip insurance (such as personal accident insurance, personal effects insurance, and extended liability insurance), and medical and hospital services.
  - Personal telephone calls other than the allowable as provided by the various employee contracts. Agencies are to define business telephone calls as part of its system for management and control over travel as required in Subsection 10.10.10.
  - Any tips or gratuities associated with personal expenses such as those listed here.
  - Out of pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include service charges for the delivery of fuel, retrieval of keys from locked vehicles, jump starting vehicles when the lights have been left on, etc.

### **10.20.30 Reimbursement for meals and lodging shall not exceed the maximum allowable per diem rate**

Reimbursement for meals and lodging shall not exceed the maximum allowable per diem rate for that location, unless:

- An exception is specifically provided by statute, or
- Authorized by Subsection 10.30.20, Subsection 10.30.25, or Subsection 10.40.20.

The maximum allowable per diem rates for the Continental USA, Non Continental USA, and Foreign locations can be found in Subsections 10.90.10 and 10.90.20.

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### **10.20.40 How travel for the convenience of the traveler affects reimbursement**

#### **10.20.40.a If the traveler elects to return to the official headquarters or official residence after the close of a regularly scheduled working day when overnight travel would normally be required:**

Maximum reimbursement shall be the lesser of either:

- The travel expense incurred in returning to the official headquarters or official residence, whichever is closer; or
- The amount which would have been allowable had the traveler remained at the temporary duty station.

The traveler is to return to the temporary duty station in time to observe the next day's regularly scheduled working hours.

#### **10.20.40.b If travel to a destination for the traveler's own convenience is in advance of the necessary time for arrival:**

No reimbursement for additional meals or lodging costs shall be paid to the traveler for extra field time incurred.

#### **10.20.40.c If a traveler would like to couple a vacation or other personal use onto a legitimate business trip:**

It is allowed WHERE ALL OF THE FOLLOWING CONDITIONS EXIST:

- The primary purpose of the trip is official state business;
- The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip; and
- The state agency does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

10.20.40.d

**If a traveler spends extra field time at the destination:**

Agencies may authorize per diem for extra field time at the destination if it can be demonstrated that a direct savings will accrue to the state. The calculation of the direct savings is to include a comparison of the commercial transportation costs; the per diem costs; and, when applicable, the salary and fringe benefit costs of the traveler(s) for whom the extra field time is being authorized. Such comparisons are to be documented and retained with the traveler's Travel Expense Voucher.

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**10.20.50**

**Leave of absence during travel**

10.20.50.a

When a traveler takes leave of absence (such as sick leave) of any kind because of being incapacitated due to illness or injury that is **not due** to the traveler's own misconduct:

- The authorized reimbursement for meals and lodging may be continued during the leave period.
- Providing the traveler is able to travel, reimbursement is not to exceed in total the cost authorized for motor vehicle car mileage or **common carrier** in returning the traveler to the official headquarters or official residence, whichever is closer, and then back to the assignment.

10.20.50.b

When a traveler takes leave of absence of any kind as a result of illness or injury that is **due** to the traveler's own misconduct, the authorized reimbursement for meals, lodging, transportation, and all other travel expenditures may not be continued during the leave period.

10.20.50.c

When leave of absence of any kind is taken while in a travel status, the exact hour of departure and return to the temporary duty station must be shown on the Travel Expense Voucher.

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**10.20.60**

**Agencies need to develop policies for non-state reimbursement of state travel**

Agencies are to develop internal policies and procedures when employee travel expenses are to be reimbursed by a person or a non-state entity. State travelers are not to be reimbursed more than the actual expenses of travel except for meals which can be reimbursed on an allowance basis as listed in Subsections 10.90.10 and 10.90.20. **Ethical issues must be considered when developing the internal policy for non-state reimbursement for travel.**