

Chapter 10 - Travel

10.60 Miscellaneous Travel Expenses

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| 10.60.10 | What types of miscellaneous travel costs are reimbursable? | July 1, 2004 |
| 10.60.20 | Bill expenses greater than \$50 to the agency whenever possible | July 1, 2004 |
| 10.60.30 | Costs associated with accommodations for employees with disabilities | July 1, 2004 |

10.60 Miscellaneous Travel Expenses

10.60.10 What types of miscellaneous travel costs are reimbursable?

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:

- Taxi, shuttle, or limousine fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Rental of room in a hotel or other place that is used to transact official state business. The room rental is reimbursable as a separate item from lodging when authorized by the agency head or authorized designee.
- Charges for necessary facsimile (fax) services.
- Charges for Internet usage as long as they are the most cost effective and are for work related purposes. (Ex. All day vs. per minute.)
- **Mandatory** fees charged by lodging facilities for items.

10.60.20 Bill expenses greater than \$50 to the agency whenever possible

Whenever possible, the traveler should not pay for motor vehicle rentals, registration fees, rental of rooms for official state business, and other miscellaneous travel expenses in excess of \$50. The traveler should request the vendor of the services to bill the agency in accordance with prescribed purchasing requirements (also refer to Subsections 10.80.50 and 10.80.55).

10.60.30 Costs associated with accommodations for employees with disabilities

The cost of travel related to accommodations for employees with disabilities may be approved on a case-by-case basis in consultation with the State EEO Coordinator in the Bureau of Human Resources. Documentation of the requirement for a personal care attendant must be provided to the State's EEO Coordinator and pre-approved by the EEOC before travel expenses are incurred.