



# TRAVEL POLICY

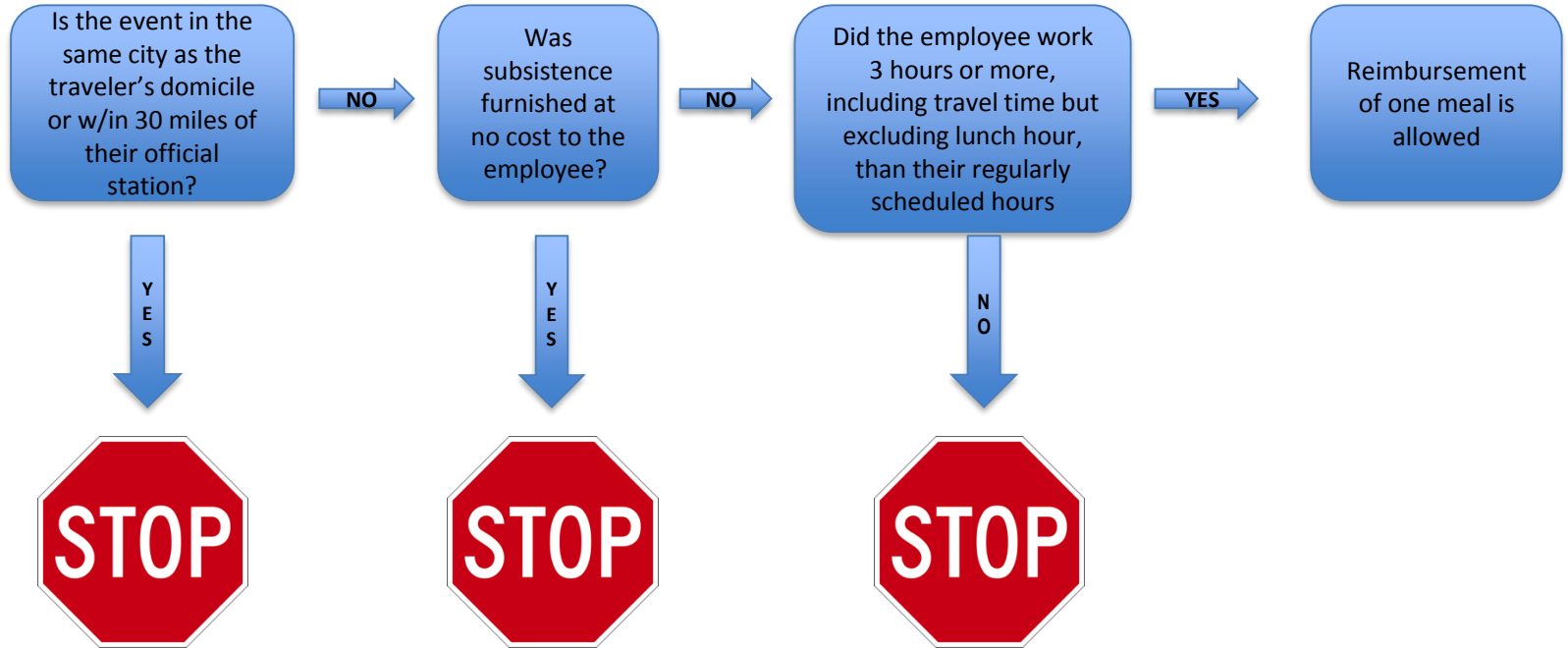
FACT OR FICTION

# OBJECTIVE

To discuss three sections of the travel policy that are typically misunderstood.

- ONE DAY TRAVEL
- LODGING
- DRIVING vs FLYING

# ONE DAY TRAVEL





# ***THINGS TO REMEMBER***

- ***The travel reimbursement form should note the employee's normal work schedule and what meal is requested for reimbursement in the comments (e.g., M - F, 8 a.m. – 5 p.m., Lunch)***
- ***One breakfast, lunch or dinner may be paid, as determined by the agency head or designee, at the following percentage of the daily M&IE allowance rates: Breakfast @ 15%, Lunch @ 35%, Dinner @ 50%***
- ***The system will automatically calculated the maximum allowed, which is 50%. If the traveler is to be reimbursed breakfast or lunch the amount will need to be manually calculated and entered***



# Lodging

**Fiction** – A personal guest is allowable as long as single and double occupancy rates are the same.

**Fact** – Policy states lodging expense reimbursement is limited to the lodging establishment's lowest available rate for normal single occupancy

**The way we justify the personal guest is to verify and state that single and double occupancy rates are the same.**

# DRIVING vs FLYING

**Fiction** – When driving lodging and meals en route are automatically reimbursable

**Fact** – When using a privately-owned conveyance rather than public transportation for out-of-state travel, subsistence expense is limited to the following:

- Travel of one employee. M&IE is paid only for the travel time which would have been necessary had the employee used the fastest public transportation available. Lodging expense reimbursement is limited to the lodging expense incurred at the point of official state business. Lodging expenses incurred en route are not reimbursable.
- Travel of two or more employees. When two or more employees are traveling together in a privately-owned conveyance, **M&IE** and lodging expenses are reimbursable for the number of days it would take by car via the usually traveled route to the destination. Reimbursement of **Non-Standard M&IE** and lodging rates is not allowed when travel to a non-standard area is only an intermediate stopover at which no official state business occurs.