

TRAVEL POLICY UPDATES:

ALL TRAVEL MUST BE PRE-APPROVED!

Single-Day Travel (No changes)

- No allowance for trips less than 6 hours
- \$12.75 meal allowance for a 6-12 hour duration
- \$34 meal allowance for travel in excess of 12 hours

Overnight Required Travel

- Payment of actual and necessary expenses is allowed for all in-state overnight travel. Detailed receipts must be turned in.
- Maximum reimbursable amount is limited to the US General Services Administration per diem rates (www.gsa.gov).
- Travelers should request the government lodging rate for non-conference related travel.
- Lodging costs that exceed the government or conference rate must be approved in writing.
- In the absence of a hotel receipt, the current approved rate of \$85/day (one-night) and \$100/day (longer than one-night) will take effect.

Out-of-State Travel (No changes)

- Meals and incidental expenses are reimbursed based on per diem. (must print out per diem rates)
- Tips are included in the M&IE per diem.
- Receipts are required for all other travel-related expenses.
 - a. Commercial transportation (economy fare), vehicle rental (the State does not pay for rental insurance), and gasoline purchases.
 - b. Motel / hotel lodging (single rate only). Approval by Col. Mollahan required for lodging over the per diem.
 - c. Registration fees with itemized breakdown.
 - d. Operating expenses of agency-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized.
 - e. Travel related fees such as parking, toll and/or taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event. Miscellaneous expenses must be itemized.