

TRAVEL PAYMENT GUIDELINES

In-State Travel

Meals

- ◆ Is the meal allowable? (210.108)
- ◆ Are meals within the established limits? (210.205)
- ◆ If the employee left before 6:00 a.m. or arrived home after 7:00 p.m., is this noted on the travel payment? (210.205)
- ◆ Is the employee in travel status? If not, the meal must be charged to taxable meals, object code 2119. (201.109)
- ◆ If the meal is in domicile, or over the limits, is an approved *Request for Exception to State-Wide Policy* attached?

Mileage

- ◆ Were commuting miles properly deducted; is this denoted on the claim? (210.107)
- ◆ Is mileage reasonable for the places traveled? (210.200)
- ◆ If there was vicinity driving, is this denoted on the claim? (210.215)

Lodging

- ◆ Is the lodging rate within allowable limits? (210.205)
- ◆ Are all “other” expenses deducted from the lodging bill, such as personal phone calls and meals? (210.205(2a))
- ◆ If two employees shared a room, are both claims cross-referenced and submitted together? (210.205(4))
- ◆ If lodging is in domicile, or over the limits, is an *Request for Exception to State-Wide Policy* attached? (240.150)

Registration Fees

- ◆ Was the conference state sponsored (by any state agency, not just DHS)? (210.220(1 and 2)) If so, meals need to be broken out separately and charged to meals, either taxable or nontaxable, depending on the circumstances.
- ◆ Is the registration fee allowable? (210.220(4))
- ◆ Is the registration fee over \$75? (210.115)(3))
- ◆ Is a copy of the agenda, registration form, and the original receipt attached to the claim? (210.220(5))

Direct Billing

- ◆ Is the approved *Request for Exception to State-Wide Policy* attached? (210.115)
- ◆ Are the claims for the individuals and the claim for direct billing submitted together? Are they adequately cross-referenced? (210.115)

Miscellaneous

- ◆ Are all miscellaneous expenses claimed allowable and adequately documented? (210.140)
- ◆ If parking was claimed, is documentation proper for the dollar amount claimed? (210.135)
- ◆ Is the travel payment calculated total correct?

Out-of-State Travel

Request for Travel Authority Form

- ◆ The *Request for Travel Authority* form is required for all out-of-state travel.
- ◆ Is the *Request for Travel Authority* signed by supervisor?
- ◆ Is the *Request for Travel Authority* signed by DHS Director?
- ◆ Follow instructions included in appendix to complete the form.

Travel Advances

- ◆ Is the travel advance submitted on the *Temporary Out-of-State Travel Advance* form?
- ◆ Are all of the expenses claimed proper and in accordance with procedure 210.310?
- ◆ Is proper documentation submitted for registration fees? (210.320)
- ◆ Is proper documentation submitted for airfare? (210.325)

Registration Fees

Was procedure 210.320 followed?

Reimbursement for Airfare

Was procedure 210.325 followed?

Miscellaneous Expenses

Are all miscellaneous expenses claimed allowable and adequately documented? (210.135)