



## IN-STATE SUMMARY OF TRAVEL REIMBURSEMENT GUIDELINES

**SUBMISSION OF TRAVEL PAYMENT (TP) DOCUMENTS** - All TPs must state the actual expense incurred by the claimant, and shall not include expenses paid by other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties. TPs must be submitted within 30 days of completion of travel.

**IN-STATE MEAL REIMBURSEMENT RATES** - These amounts include tax and tip, up to 15%. Receipts are required for travel except when exempt by contract. Procedures 210.102 and 210.205

<b>Breakfast</b>	\$8.00	<i>Depart before 6:00 am</i>
<b>Lunch</b>	\$10.00	
<b>Dinner</b>	<u>\$19.00</u>	<i>Return after 7:00 pm</i>
<b>Total</b>	<b>\$37.00</b>	

**TAXABLE MEALS** - "Travel Status" is defined by the IRS as having lodging either the day of the meal reimbursement or the night previous to the meal reimbursement. Meals with no overnight lodging are taxable to the employee. Procedure 210.109

**LODGING** - Employees will be reimbursed for lodging up to \$65.00 per night, plus applicable taxes. Request the government rate. Itemized receipts with method of payment provided are required. Procedure 210.205

**MILEAGE** - The standard mileage rate is 0.39¢ per mile when using a personal vehicle for state business, when authorized by their department. Use of state vehicles is encouraged. The most direct route must always be used. Procedure 210.130

**REGISTRATION FEES** - Registration fees may be paid by the individual or direct billed with approval of the Department Head or Designee. A paid receipt must be provided for reimbursement. If no receipt is available, a printed copy of the registration form or electronic registration acknowledgement, matched with a copy of the canceled check (front and back), or credit card receipt with appropriate information on the credit card statement will be accepted. A copy of the registration form and the agenda including information about any meals provided must be attached. Procedure 210.220

**OTHER** - The employee is responsible for the cancelation of all reservations and registrations. If canceling for personal reasons, the employee must pay any fees. If canceling due to a serious illness or death in the immediate family, the Department Head must approve and a doctor's note may be required. Procedure 210.120

**USE OF STATE VEHICLE** - Fuel purchases (not a state credit card) and all repairs must be approved by DAS-CPFSE for reimbursement. Tire repairs, car washes, vehicle fluids, oil, washer solvent, fuel additives and key duplications over \$100 per occurrence must also be approved by CPFSE for reimbursement. Procedure 210.131

**MISCELLANEOUS EXPENSES** - Actual receipts must be attached to the travel payment to receive reimbursement for other miscellaneous expenses. Only certain miscellaneous expenses are allowable. Laundry expense is reimbursable if the employee is out for more than 5 days. Procedure 210.140

**MODE OF TRANSPORTATION** - Always check with DAS-CPFSE for the rental of vans, buses, boats, or aircraft. A cost comparison and justification must be included. Procedure 210.200

**This is a summary of general In-State Travel Reimbursement Guidelines. Your department may have specific procedures in place to implement these travel rules. If you have questions or need more specific details, see your department's accounting staff.**

If you need assistance, email [Trina Brietske](mailto:Trina.Brietske), DAS-SAE Daily Processing, or call (515) 281-4497.

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