

Volume No. 1—Policies & Procedures	<b>TOPIC NO.</b>	<b>20335</b>
Function No. 20000—General Accounting	<b>TOPIC</b>	<b>STATE TRAVEL REGULATIONS</b>
Section No. 20300—Cash Disbursements Accounting	<b>DATE</b>	<b>July 1, 2004</b>

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## Policy

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**Applicability** These policies apply to **Executive Branch** agencies. Executive Branch agencies are authorized to adopt more restrictive policies and procedures as approved by the Agency Head. All Cabinet members and their staff, agency heads, and Executive Branch boards and commissions must comply with the State Travel Regulations, the same Regulations to which all other Executive Branch employees are held accountable.

Legislative, Judicial, and Independent agencies may establish their own travel policies, subject to the relevant laws and written authorization by the appropriate governing body. Non-Executive Branch agencies that have adopted travel regulations, which exceed the limits contained in this topic, must submit copies of their travel policies and procedures to the Department of Accounts.

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**Expenses Must be Reasonable and Necessary** The Commonwealth of Virginia will reimburse individuals traveling on official State business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted.

It is the policy of the Commonwealth of Virginia to limit travel costs to only those expenses that are necessary for providing essential services to the Commonwealth's citizens. Further, travelers and travel planners must seek ways to reduce the cost of essential travel.

Agencies must communicate State travel policies, regulations and procedures to all employees who travel on State business. Additionally, agencies must ensure that all travel expenses conform to the State travel regulations.

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## Definitions

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<b>Agency</b>	Any commission, department, division, institution, board, council or other organization of the Commonwealth of Virginia operating from State funds.
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<b>Agency Head or Designee</b>	<p>An agency head is the officially appointed, elected or designated individual who directs, and is ultimately responsible for, the overall operations of an agency or institution.</p> <p>A designee is any other person appropriately designated to act on behalf of the agency head. Such designation must be approved by the agency head in writing and retained on file within the agency. All designee signatures on a reimbursement voucher must be identified on the voucher as a “Designee Signature”.</p>
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<b>Base Point</b>	Place, office, or building where the traveler performs his/her duties on a routine basis.
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<b>Commuting Distance</b>	Round-trip distance traveled routinely by the employee between his residence and his base point.
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<b>Commuting Mileage</b>	Round-trip mileage traveled routinely by the employee between his residence and base point. Commuting mileage must be deducted from total travel mileage to calculate reimbursable mileage.
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<b>Commuting Status</b>	Period of time in which an employee is routinely traveling between his residence and his base point. Mileage and other commuting costs incurred during commuting status are considered a personal expense and are not reimbursable.
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<b>Exempt Agency</b>	A State agency that does not fall under the Executive Branch of State government or whose enabling legislation establishes the organization as a separate political subdivision of the Commonwealth.
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## Definitions, Continued

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<b>International Travel</b>	International travel consists of all travel to areas outside of the 48 contiguous United States.
<b>Non-State Employee</b>	Any individual who is not employed by the State, but who is conducting State business, including a member of any board or commission.
<b>Official Station</b>	The area within a 25-mile radius of an employee's designated base point.
<b>Sponsored Programs</b>	Programs funded by revenue derived from grants and contracts.
<b>State Employee</b>	Any elected, appointed, classified, or nonclassified employee of the Commonwealth.
<b>Travel Expense Reimbursement Voucher</b>	Original authorized documentation for requesting reimbursement of expenses incurred by an individual while traveling on official State business. This documentation, including itemized, original hotel bills and receipts as required, provides support for reimbursement of travel expenses.
<b>Travel Status</b>	Travel after mileage exceeds the employee's round-trip commuting distance while on official State business.
<b>Trip</b>	Any period of continuous travel between when the traveler leaves his residence or base point and returns to his residence or base point.

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## Travel Reimbursement Requirements

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### Travel Reimbursement Requirements

Although not all-inclusive, the following information is **required** for expense reimbursement and must be submitted with the Travel Expense Reimbursement Voucher (See next page).

- Social Security Number – (Required due to EDI)
- Authorization approvals – (See appropriate Approval Authority section)
- Exception approvals (which must be received in advance of travel)
- Reason for travel
- Hard-copy confirmations of expenses if online methods were used to procure services (i.e., airline tickets)
- Reason for business phone calls or facsimiles
- Printouts of appropriate per diem rate table for international destinations
- Itemized receipt for lodging or comparative statement if alternative lodging is used (i.e., apartment)
- Receipt for each meal expenditure of \$75 or more (IRS requirement)
- Receipt for registration fees
- Receipt for public transportation (i.e., taxi, metro, limousine, air)
- Work hours and overtime hours for overtime meals
- Approval for use of private or chartered airlines or State-owned aircraft

Travelers must keep receipts and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements. Travel reimbursements will not be made from travel charge card statements or tissue receipts. Each day's expenses must be shown separately on the voucher.

Travelers must submit the *Travel Expense Reimbursement Voucher* to the supervisor within five working days after completion of the trip where overnight travel is involved (See CAPP Topic 20336, *Agency Travel Processing*). In the case of continuous travel, the traveler must submit the voucher to the supervisor within five working days of the last day of travel for which reimbursement is requested.

By signing the travel reimbursement request, the traveler is certifying the accuracy of all information and the legitimacy of the travel. The signature of the traveler's supervisor certifies that he agrees that the travel was necessary and the requested reimbursements are proper.

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## Travel Planning

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**Introduction** Travelers must prepare an estimate of the total cost of any proposed overnight travel expected to exceed \$500. An appropriate member of management must authorize planned travel, including cost estimates, prior to travel, on a form acceptable to the agency. The agency may determine the appropriate member of management at its discretion. To ensure adequate planning (identification of costs and exceptions), the requirement to prepare a cost estimate for overnight travel expected to exceed \$500 also applies to agency heads and cabinet. However, the requirement to obtain authorization for agency head and cabinet travel applies only to cases in which exceptions must be obtained or for international travel.

Total cost includes lodging, transportation, meals, conference registration, and any other travel costs or course fees. Costs of the trip that may be direct billed, such as lodging or conference registration, must also be included in the cost estimate. The estimate must accompany both the Travel Reimbursement Voucher and any applicable direct-billed Vendor Payment vouchers. For planned travel, the traveler must be able to demonstrate, with documentation, that a reasonable effort was made to secure the most cost beneficial means of travel for the Commonwealth.

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**Internet Usage** In addition to all other policies set forth in this travel policy, the following policies must be adhered to when using the Internet to purchase travel services.

Usage of the Internet to procure travel services is allowed. Use prudent judgement when choosing an Internet travel service site. The traveler must comply with procurement guidelines.

Suggested sites include:

- Priceline.com
- Expedia.com
- Orbitz.com
- Travelocity.com

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## Travel Reimbursement Requirements, Continued

**Internet Usage, cont.**

When paying for services via the Internet, the following methods may be used:

- Travel Charge Card—may be used for all types of purchases (i.e., hotel, transportation tickets)
- Small Purchase Charge Card—may only be used for transportation tickets (i.e., rail, air, bus)
- Personal Credit Card

In addition to other documents required by policy, the following supplementary documents must be submitted with the Travel Expense Reimbursement Voucher when procuring services via the Internet.

- Hardcopy final page from Internet site showing total cost and confirmed service.
- Airline confirmation (either ticket stub or boarding pass) of the type of ticket purchased (e.g. coach, business)

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## Travel Reimbursement Requirements, Continued

### Travel Involving Multiple Employees

To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single travel destination must be approved in advance by the Agency Head or designee. This includes travel of presenters as well as attendees. For international travel such approval must be obtained from the responsible Cabinet Secretary. These provisions apply to daily as well as overnight travel.

Where it is determined that a seminar, workshop or training program is essential to staff development for five or more employees, the agency shall investigate the option of bringing the trainer on site instead of authorizing employees to travel to an off-site location. The agency shall document the comparative cost of an on-site session and retain such documentation on file with the agency travel records. The agency must also explore the practicality of fulfilling the desired staff development goals through use of studio and video teleconferencing where these options may be more cost-effective.

In selecting locations for meetings, agencies shall give first preference to State-owned facilities. For meetings of policy, advisory, or supervisory boards, the selection of a meeting site should reflect the policy that a public body conducting public business shall take care that public funds are expended prudently.

See procurement guidelines below.

### Conference Procurement

In planning for an agency-sponsored conference, the Lodging and M&IE guidelines in these regulations should be used as a measure of reasonableness. Agencies should be prudent in selecting the most cost beneficial option available to the Commonwealth. Agencies should follow the Department of General Services, Division of Purchases and Supply procurement guidelines. Documentation supporting the procurement must justify any costs in excess of the guidelines based on the overall conference procurement costs (i.e., free room space or other no or low-cost amenities needed for meetings).

For reimbursements where these guidelines are used, “Cost based on Procurement Guidelines” must be clearly stated on the reimbursement voucher.

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## Approval and Exceptions

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### Lodging Exceptions

Agency Heads or designees are responsible for ensuring travelers understand their responsibility for making a good faith effort to secure lodging within the guidelines before requesting exceptions.

For all official State business travel, the Agency Head or designee is authorized to approve reimbursement in advance, for lodging up to 50% over the guidelines when circumstances warrant. An explanation of the circumstances justifying the lodging exception must be attached to the voucher. As an example, this exception may be justified for conference hotels where it can be shown that the additional lodging cost will be offset by reduced local travel costs incurred for travel (e.g., taxi or rental car expense avoided) between a non-conference hotel and the conference location.

**With the exception noted for Cabinet and Agency Heads, only the Comptroller's designee (Manager of General Accounting) may grant exceptions for expenses exceeding 50% over the guidelines (see next page).** Such approvals must be requested and granted prior to the travel and the approved request must be attached to the voucher for reimbursement. Requests for such exceptions must include sufficient documentation showing alternative cost comparisons justifying the exception. These requests must be reviewed by the agency fiscal office, which must evaluate and approve the request prior to sending it to DOA.

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### Business Meal Exceptions

No exceptions to the meal (M&IE) per diem rates are authorized for overnight travel. Agency Heads or their designee may authorize non-travel related business meal reimbursements up to 50% over the applicable per diem guideline with sufficient justification and the original, itemized receipt. Business meal reimbursements above 50% over the applicable per diem guideline are not permitted.

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### Sponsored Program Funds Exception

All travel reimbursements funded solely from sponsored program funds, are governed by the terms and conditions of the individual grant or contract, not these Regulations. "Sponsored Program" must be clearly stated on the reimbursement voucher. (See Definitions in this CAPP topic and CAPP Topic 20336, *Agency Travel Processing*, for further guidance.)

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## Approval and Exceptions, Continued

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### Travel Involving the Governor

To accommodate security concerns for travel accompanying the governor on trade missions or other travel involving marketing, the governor’s Chief of Staff may authorize certain exceptions to the regulations.

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### Approving Authority and Exceptions for Cabinet and Agency Heads

Approval for all trips must accompany the travel reimbursement voucher.

**Approving Authority for Agency Heads** – All non-exception based agency head travel vouchers must be reviewed and approved by the agency head’s fiscal officer or designee. Any exceptions to the Regulations for agency heads for domestic or international travel, including exceptions up to 50 percent above the guideline, must be submitted for approval in advance to the respective cabinet secretary along with an explanation of the justification. In the case of university presidents for domestic travel, such exception requests may be submitted to the Rector of the Board of Visitors.

**Approving Authority for Cabinet Exceptions** – All non-exception based cabinet and staff travel vouchers must be reviewed and approved by the Director of Selected Agency Support Services. Any exceptions for domestic or international travel, including exceptions up to 50 percent above the guideline, must be submitted for approval in advance to the Director of Selected Agency Support Services along with an explanation of the justification. Any other exceptions for the cabinet and staff must be submitted for approval in advance to the Chief of Staff along with an explanation of the justification.

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### Reimbursement by Exempt Organizations

When travel expenses for agency heads and employees of non-exempt State agencies are reimbursed by organizations that are exempt from the State Travel Regulations, and exceed any of the guidelines established in these regulations, the respective cabinet secretary must approve the travel in advance. Reimbursement must comply with the travel policy in effect for the funding organization. When travel expenses for Cabinet Secretaries, which exceed the guidelines established by the Regulations, are reimbursed by similar organizations, the Director of Selected Agency Support Services must approve exceptions up to 50 percent above the guidelines and the Chief of Staff must approve all other exceptions in advance. Reimbursement must comply with the funding organization’s travel policy.

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## Lodging

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### Introduction

Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station. Lodging expense reimbursement varies with the travel destination, but all expenditures must be necessary and reasonable. Primary responsibility for ensuring the reasonableness of amounts reimbursed rests with the Agency Head or designee. This includes ensuring that all travel expenditures have been approved at the appropriate level required, as defined in these regulations.

**For exceptions, refer to *Approval and Exceptions* section.**

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### Lodging Reimbursement Rates

Lodging guidelines for in-State and selected Out-of-State cities are provided in the **Lodging / Meals & Incidental Expense (M&IE) Per Diem Guideline Tables**. When overnight stays are required while on travel status, first preference shall be given to selecting lodging in the economy class. Check, request and confirm government rates both at the time reservations are made and during check-in.

Reimbursement for lodging is limited to actual expenses incurred up to the guideline amount, plus hotel taxes and surcharges. Expenses in excess of the guidelines will not be reimbursed, unless approved in advance as required in the *Approval and Exceptions* section. Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally. In such cases, taxes and surcharges will be prorated and reimbursed only for the appropriate rate.

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### Alternative Lodging Authorization

When lodging other than hotels and motels is used, e.g., apartments, a comparison statement including **authorization by the Agency Head** or designee must be submitted with the travel reimbursement. The comparison statement should show the total cost for using the alternate accommodations and length of contract, the cost of the alternative accommodations, and net savings.

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### Non-Canceled Hotel Reservations

Communicate travel plan changes to the hotel as soon as possible when a confirmed reservation is being held. Since hotels can charge for non-canceled reservations, these charges will **not** be reimbursed if the traveler is negligent in canceling reservations.

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## Lodging, Continued

### Number of Persons In a Hotel Room

When two or more people travel on official State business and stay in the same hotel room, the lodging guideline applicable to the travel destination in the area they are staying, plus the cost charged by the hotel for any additional persons in the room, will apply. Documentation from the hotel listing additional hotel charges for each additional person, per room must be provided.

Dividing the hotel rate by the number of persons staying in the room for purposes of justifying rates that exceed the lodging guidelines is not permitted. This regulation is not intended to discourage agencies from employing cost savings measures such as multiple travelers staying in the same room. However, do not diminish the overall savings that might otherwise be obtained by concurrently upgrading to luxury or premium accommodations.

### Advance Payments

Advance payments for direct billed hotel/motel expenses are discouraged. Use of the State-sponsored Travel Charge Card is encouraged to secure room confirmations. Actual advance payments using the travel charge card program will not be reimbursed prior to the trip. If circumstances make advance payments a necessity, advance payments are limited to one night deposit for direct bill payments.

Direct agency billing of lodging expenses (rates, taxes, and surcharges only) incurred during overnight travel is permitted. Direct bill charges, however, are still considered travel expenditures and are governed by these travel policies and should be included with the estimated costs of the trip if the trip is expected to exceed \$500. A copy of the travel estimate should be included with the vendor payment. Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is **not** permitted. Documentation supporting direct bills must include the name of traveler, dates, and purpose of travel.

### Hotel Bills

Submit with the original travel voucher the original, itemized hotel bills obtained at time of checkout, and other supporting receipts for lodging expense, with the travel voucher. Explain fully any unusual charges.

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## Meals and Incidental Travel Expenses (M&IE)

**Introduction** Generally, meals and certain incidental travel expenses are reimbursable on a per diem basis (not actual expenses) for **overnight** official business travel outside the traveler’s official station. (See exceptions for business, overtime and law enforcement meals later in this topic.) **For exceptions, refer to the *Approval and Exceptions* section.**

**M&IE Per Diem Allowance**

Standard meal and incidental reimbursement guidelines (including all related taxes and tips) are provided in the **Lodging / Meals and Incidental Expense (M&IE) Guideline Tables**. Regardless of destination, a flat \$3 per diem amount is paid for each day of overnight travel for incidental expenses such as bellhop/waiter/taxi/limousine tips, personal telephone calls, laundry, and transportation between lodging or business and places where meals may be taken. The Incidentals amount is not prorated on a travel departure or return date. The flat \$3 per diem is paid on all travel days.

The M&IE per diem shall be paid directly to the traveler even where it can be shown that one traveler incurred the expenses on behalf of another. The applicable M&IE per diem, or fraction thereof, is payable to the traveler without itemization of expense or receipts. Reimbursement for actual expense incurred during overnight travel for these expense categories is not permitted. Agencies may be more restrictive and pay the actual expenses up to the appropriate M&IE in place of maximum per diem.

**M&IE Rate Table**

The M&IE Rate Table below provides individual meal reimbursement amounts, which are breakdowns of the M&IE per diem rates shown in the **Lodging/M&IE Guideline** tables. These rates should be used to determine the maximum meal reimbursement amounts for official business meals and/or the M&IE reduction, which must occur where meals are provided at no cost during an overnight travel period.

<b>TOTAL</b>	<b>\$31</b>	<b>\$35</b>	<b>\$39</b>	<b>\$43</b>	<b>\$47</b>	<b>\$51</b>
Breakfast	\$6	\$7	\$8	\$9	\$9	\$9
Lunch	6	7	8	9	11	13
Dinner	16	18	20	22	24	26
Incidentals	3	3	3	3	3	3
75% Travel Days	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00

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## Meals and Incidental Travel Expenses (M&IE), Continued

### M&IE Rates

The following reimbursement policies apply.

- The M&IE per diem must correspond to the location specified for the overnight lodging.
- Direct agency billing of meal expenses incurred during overnight travel, including charging meals to direct-billed hotel rooms, is **not** permitted.

### Prorations and Reductions

- On a travel departure or return day, 75% of the Meals per diem is reimbursed. For example, if the M&IE rate allows a \$31 total reimbursement, \$24.00 [(\$28 x .75) + 3] would be allowable on a travel departure or return day. For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

Departure Day: Where you spend the night.

Return Day: Where you spent the night *before* returning to home base.

- When meals are provided at no cost in conjunction with travel events, the applicable M&IE per diem reimbursement rate shall be reduced by the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowances. For example, if the M&IE rate allows a \$31 total reimbursement, and lunch was provided at no cost, the total allowable reimbursement for that day would be \$25 (\$31 - \$6 lunch).
- However, when meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full Meals per diem reimbursement rate is reduced by the full amount of the appropriate meals followed by a 75% proration of the balance. For example, if the M&IE rate allows a \$31 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$19.50 [(((\$28 - \$6 lunch) x .75)) + 3].

When meals are included with registration or lodging expense as part of a package, the number and type of meals (breakfast, lunch, dinner) must be recorded on the travel voucher.

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## Meals and Incidental Travel Expenses (M&IE), Continued

### IN-STATE Lodging / M&IE Guidelines

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the **IN-STATE** traveler for reimbursement. For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see the Washington, DC, listing in the Out-of-State table. If a location is not listed, the standard rate applies.

<b>IN-STATE Location</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD→</b>	<b>\$55</b>	<b>\$31</b>
<b>EXCEPTIONS↓</b>		
Charlottesville	60	47
Colonial Heights	80	35
Dinwiddie County	77	35
Fredericksburg (Spotsylvania and Stafford)	72	31
Lynchburg	64	43
Manassas (Prince William County)	84	39
Petersburg (1)	69	35
Richmond (2)	80	43
Roanoke	59	39
Tidewater (3) (4/1-10/31)	109	43
Tidewater (3) (11/1-3/31)	55	43
Wallops Island (Accomack County) (6/1-9/5)	89	39
Wallops Island (Accomack County) (9/6-5/31)	69	39
Warrenton (Fauquier)	73	31
Williamsburg (4) (4/1-10/31)	99	43
Williamsburg (4) (11/1-3/31)	59	43
Wintergreen (Nelson)	125	47
Woodbridge	84	39

(1) Petersburg includes: City of Hopewell and Prince George County.

(2) Richmond includes: City of Richmond and Chesterfield and Henrico Counties.

(3) Tidewater Region includes: Norfolk, Chesapeake, Portsmouth, and Virginia Beach.

(4) Williamsburg includes: Gloucester, Hampton, Newport News, Yorktown, Naval Weapons Station and York County.

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## Meals and Incidental Travel Expenses (M&IE), Continued

**OUT-OF-STATE Lodging / M&IE Guidelines** The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the **OUT-OF-STATE** traveler for reimbursement. If a location is not listed, the standard rate applies.

<i>OUT-OF-STATE</i> Location	<b>Lodging Rate</b> <i>Excludes taxes and surcharges</i>	<b>Meals and Incidental Expense (M&amp;IE) Rate</b> <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i>
<b>EXCEPTIONS ↓      STANDARD →</b>	<b>\$88</b>	<b>\$35</b>
Atlanta (Fulton, Gwinnett, DeKalb Co.)	112	43
Baltimore	137	47
Boston (Suffolk, Cambridge) (5/1 – 11/30)	192	51
Boston (Suffolk, Cambridge) (12/1 – 4/30)	159	51
Charleston/Berkeley County	101	43
Charlotte (Mecklenburg)	81	43
Chicago (Cook, Lake, O'Hare)	155	51
Cincinnati (Hamilton, Warren)	80	51
Cleveland (Cuyahoga)	86	47
Dallas	95	47
Denver (Adams, Arapahoe)	112	47
Detroit (Wayne)	110	51
Fort Worth	96	43
Houston (Harris)	87	47
Kansas City (Jackson, Clay)	88	47
Las Vegas (Clark)	79	43
Los Angeles (Orange, Ventura)	106	51
Miami (Dade)	107	47
Minneapolis / St. Paul (Hennepin, Rosemount)	110	51
Nassau County/Great Neck	190	47
Newark (Essex, Bergen, Hudson, Passaic)	125	47
New Orleans (Iberville, St. Bernard)(1/1–5/31)	146	47
New Orleans (Iberville, St. Bernard)(6/1-12/31)	93	47
New York City (Bronx, Brooklyn, Queens)	168	47
New York City (Manhattan)	208	51
New York City (Staten Island)	120	47
Orlando (Orange)	95	47
Philadelphia	122	51
Phoenix (Maricopa, Scottsdale) (1/1-4/15)	107	47
Phoenix (Maricopa, Scottsdale) (4/16-5/31)	79	47
Phoenix (Maricopa, Scottsdale) (6/1-8/31)	59	47
Phoenix (Maricopa, Scottsdale) (9/1-12/31)	90	47
Pittsburgh (Allegheny)	87	47

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## Meals and Incidental Travel Expenses (M&IE), Continued

### OUT-OF-STATE Lodging / M&IE Guidelines continued

<i>OUT-OF-STATE</i> Location		Lodging Rate <i>Excludes</i> taxes and surcharges	Meals and Incidental Expense (M&IE) Rate <i>Includes tips, taxes, personal telephone</i> <i>calls, laundry, and transportation to</i> <i>where meals are taken</i>
<b>EXCEPTIONS ↓</b>	<b>STANDARD →</b>	<b>\$88</b>	<b>\$35</b>
San Antonio (Bexar)		91	47
San Diego		110	51
San Francisco		139	51
Savannah		93	43
Seattle (King)		136	51
St. Louis (St. Charles)		102	51
Washington, DC <b>(1)</b>		150	51
White Plains		165	47

(1) Washington, DC, includes: Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Loudoun, Fairfax; and, Maryland counties of Montgomery and Prince George.

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## Meals and Incidental Travel Expenses (M&IE), Continued

### Allowed Expenses

Taxes and surcharges paid by the traveler for lodging.

Business Telephone Calls, Telegrams, and Facsimiles made for official business purposes and paid for by the traveler may be claimed on the travel reimbursement voucher. A full explanation must be stated on the reimbursement voucher accompanied by supporting documentation. Individuals using personally owned cellular telephones may be reimbursed for business calls when shown to be cost beneficial or out of necessity. In this case, an itemized cell phone statement must be included. In the event those free minutes are used for business calls, reimbursement is not permitted.

Tolls and parking fees are reimbursable when paid for by the traveler in the course of conducting official State business. A receipt is required for reimbursement claims where each individual claim is greater \$10. Reimbursement should be claimed as an “other expense” on the travel reimbursement voucher.

Funeral attendance expenses for travel outside of the official station are reimbursable for one employee selected by the Agency Head or designee to represent the agency.

### Disallowed Expenses

Disallowed expenses include:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing, or other items
- Services to gain entry to a locked vehicle
- Movies charged to hotel bills
- All expenses related to the personal negligence of the traveler, such as fines
- Entertainment expenses
- Towing charges, and
- Expenses for children, spouses, and companions while on travel status.

The above list is not all-inclusive. Travelers should use prudent judgement and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

### Travel Credits

Travel credits, reduced rates, or free services received from public facilities (i.e., airline, car rental agencies, motels, etc.) by individuals for whatever reason accrue to the Commonwealth. Any such credit, reduced rate, or free service must be reported to the agency fiscal office and must be deducted from the amount of travel expenses claimed.

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## Non-Travel Related Meals

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**Business Meals** Generally, meal expenses that do not involve an overnight stay are not reimbursable. One exception when meals may be reimbursed when an overnight stay is not involved is business meals. Meals while on official business must:

- Include Agency Head or designee approval.
  - Involve substantive and bona fide business discussions and include the original, itemized receipt.
  - List by name all persons involved in the meal and the reason for the meal. If the reimbursement is for a group of conference participants, identify the number of people fed and an explanation of additional meals, if necessary (e.g., coverage of walk-ins).
  - Be reimbursed for actual expenses up to the amount shown for the applicable meal in the M&IE Rate Table, excluding the incidental allowance.
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**Overtime Meals** Agency conditions that necessitate overtime vary greatly. An agency with special or unique conditions may submit, in writing, an agency-specific overtime meal policy to the Department of Accounts (Manager, General Accounting). When developing an overtime meal policy, prudent judgment is expected which recognizes only reasonable and necessary costs. An overtime meal allowance is a fixed dollar amount allowed while working or traveling in an overtime status. Overtime status is when work or travel time occurs beyond an employee's normal, scheduled work hours, but not overnight. Therefore, overtime meal allowance does not apply during overnight travel. In the case of overnight travel, per diem rates apply.

An overtime meal allowance is allowed when overtime worked is:

- essential to the agency's mission
- permitted by agency policy
- approved by appropriate agency personnel, and
- in excess of the employee's normal, scheduled work hours.

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## Non-Travel Related Meals, Continued

**Overtime Meal Rates** Without an agency-specific overtime meal policy on file at DOA, the Overtime Meal Allowance policy described in the following table must be followed.

<b>IF...</b>	<b>Are worked or traveled AND the overtime occurs...</b>	<b>THEN an overtime meal allowance is...</b>	<b>Documentation Required</b>
<b>2</b> or more overtime hours	<b>during</b> a normal workday	<b>\$5.00</b> (\$7.50 if <b>outside</b> the official station)	Workday and Overtime Start/End Times
<b>5</b> or more overtime hours	<b>on</b> a Saturday, Sunday, holiday or an alternate work schedule day off *	<b>\$5.00</b> (\$7.50 if <b>outside</b> the official station)	Overtime Start/End Times
<b>10</b> or more overtime hours	<b>on</b> a Saturday, Sunday, holiday or an alternate work schedule day off *	<b>\$10.00</b> (\$15.00 if <b>outside</b> the official station)	Overtime Start/End Times

\* **Note:** Or if comparable overtime is necessitated by shift schedule or beyond a routine, scheduled 40-hour work period.

### Law Enforcement Personnel Meals

Under certain circumstances, meals may be reimbursed when an overnight stay is not involved for law enforcement personnel. Reimbursement for actual meal expenses or fixed meal allowances may be paid by agencies, which have a policy providing for such payments, and the employees meet each of the following criteria. The officer:

- has arrest powers
- is sworn to uphold the law
- is permitted to carry a firearm, according to the *Code of Virginia*, and
- is required, according to agency policy, to be in an “on Duty” or “Ready” status during the meal period.

Minimum requirements for the *On Duty* or *Ready* status are as follows:

- The duties require the employee to be available during the meal period to perform public service such as reporting of accidents or dissemination of information concerning traffic, motor vehicle, or other laws (e.g. marine, game, forestry laws).
- The employee *is required* to stay in close communication during the meal period for possible immediate response to emergency situations. Such response may interrupt or cancel the employee’s meal period.
- The employee *is required* to have his/her meal in an area accessible to the public so that public services can be readily provided.

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## Non-Travel Related Meals, Continued

### IRS Reporting Requirements for Meals

#### Non-Law Enforcement Personnel

Meal reimbursements made in accordance with these regulations are **not** considered by the IRS to be reportable income, except for meal/tip expenditures of \$75 or more, which are not related to overnight travel. This is limited to business meal situations where one traveler purchases and claims reimbursement for the meals of another person on official business. A receipt is required for meal expenses of \$75 or over.

#### Law Enforcement Personnel and Sponsored Programs

IRS income reporting requirements for meals reimbursed under the law enforcement personnel meal reimbursement policy or the sponsored program exception must be determined by the disbursing agency based on the specific circumstances of each case.

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## Transportation

### State-Owned Automobile

Rules and policies for use of a State vehicle are defined in the *Rules and Regulations* booklet issued by the Office of Fleet Management Services, Department of General Services. Agency heads shall limit authorization for commuting in State-owned vehicles to those employees whose job travel requirements make commuting the only cost-effective or practical alternative. No appointee, serving at the pleasure of the Governor, shall use a State-owned vehicle for the purpose of commuting, except:

- where the commute is connected to a departure for or return from a trip on official State business, or
- where authorized by the Secretary of Public Safety for job-related emergencies.

Permanent use of State-owned vehicles by persons performing official State business is permitted as determined by the Agency Head. A written request must be made by the Agency Head explaining in detail the purpose or reason for such an assignment on forms prescribed by the Office of Fleet Management Services.

### State-Owned Automobile— Permanent Basis

Agencies that have employees who travel frequently on official State business should request a State-owned vehicle on a permanent basis, if it is cost beneficial to the State. Such agencies should conduct a cost/benefit analysis on an annual basis to evaluate whether the use of permanently assigned, agency vehicles would be cost beneficial to the State. The cost/benefit analysis should consider the actual costs associated with providing State-owned vehicles including Office of Fleet Management charges, incremental administrative costs of establishing an agency fleet or adding vehicles to an existing agency fleet, vehicle parking costs, and any vehicle maintenance and operating costs not paid by the Office of Fleet Management Services. For further information and guidance concerning the use of availability of permanently assigned vehicles, refer to the *Rules and Regulations* booklet issued by the Office of Fleet Management Services, Department of General Services.

### State-Owned Aircraft

State-owned aircraft are available on a priority basis and can be scheduled through the Department of Aviation. Costs should be compared with commercial rates to determine the best air carrier for State travel.

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## Transportation, Continued

### Personally-Owned Automobile

Employees are permitted to use their personally owned automobile when a State-owned vehicle is not available, or when the use of a personally owned vehicle is cost-beneficial to the agency. Employees electing to use their personal vehicle as a matter of convenience will be reimbursed for mileage at a lower rate. The Personal Vehicle Use Statement at the top of the Travel Reimbursement Voucher should be checked with the appropriate choice.

### Current Mileage Rates

Reimbursement rates are set in the current Appropriation Act. Currently, the rates for the first 15,000 miles of use each fiscal year are:

- **\$.325/mile** when a personally owned vehicle is cost justified and/or a State-owned vehicle is not available.
- **\$.19/mile** when use of a personally owned vehicle is elected for the convenience of the employee.

Reimbursement rates are reduced to **\$.13/mile** for travel in excess of 15,000 miles in one fiscal year, unless a State-owned vehicle is not available; then, the rate shall be **\$.325/mile**.

### Cost Benefit Analysis

Agencies must conduct a cost/benefit analysis to determine whether a State-owned or a personally owned vehicle is best used in official State travel. Generally, a personal automobile is considered cost beneficial under the following circumstances:

- **When occasional travel is planned for distances up to 100 miles per day—**

This distance may vary for agency-owned or operated fleets. For overnight travel, consider the average daily mileage over the period the State vehicle would otherwise be needed.

- **For constant daily routine travel or travel by individuals whose base point is outside of the Richmond metropolitan area—**

In these circumstances, agencies should consider the cost effectiveness of an agency fleet (i.e., automobiles permanently assigned to frequent travelers or available for general agency use).

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## Transportation, Continued

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**Mileage Versus Air Costs** When travel is by personally-owned automobile, the total of the expenses reimbursed, including meals and lodging, should not exceed the total cost of the trip using the most economical public air transportation fare available, also including meals and lodging. Agency Heads or their designees are authorized to grant exceptions to this policy when justified. Comparative statements should be attached to the travel voucher for reimbursement.

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**Commuting Mileage** **Round-trip** mileage traveled routinely by the employee between his residence and base point incurred on a scheduled workday is considered commuting mileage. Commuting mileage and other commuting costs incurred on normal workdays are considered a personal expense and are not reimbursable. Total commuting distance is measured as the mileage from an employee’s residence to base point and return.

Daily business mileage is reimbursable to the extent the mileage exceeds the employee’s normal daily roundtrip commuting distance on official State business (See *Definitions* section for Travel Status definition). To determine the total daily reimbursable official State business mileage, the employee’s normal daily roundtrip commuting mileage and any personal mileage incurred must be subtracted from the employee’s total travel mileage while on official State business. Such travel involving an overnight stay requires the subtraction of a single day’s normal **roundtrip** commuting mileage from the total official State business mileage incurred for that trip. (See Definitions for “Trip”)

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## Transportation, Continued

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### Commuting Mileage, cont.

#### Example #1:

A nurse whose base point is the Department of Health in Richmond has a normal **roundtrip** commute of 20 miles. On a scheduled workday, she travels 40 miles from her residence to Petersburg to conduct training. The training concludes at 10 a.m., when the nurse travels 30 miles from Petersburg to work at her base point in Richmond. The nurse travels 6 miles for lunch and returns to her base point. In the afternoon, she travels a total of 14 miles to several hospitals in the Richmond area to care for patients, after which she travels 8 miles to her residence. The total daily mileage is 98 miles (40 + 30 + 6 + 14 + 8). The total reimbursable official State business mileage for the day is limited to 72 miles (98 – 26) to exclude normal **roundtrip** commuting (20 miles) and personal mileage (6 miles for lunch).

#### Example #2:

An employee whose base point is the Department of Accounts in Richmond has a normal **roundtrip** commute of 30 miles. On a scheduled workday, he travels 70 miles from his residence in Richmond to attend a three-day meeting in Charlottesville. He leaves home at 6:00 a.m., and drives to the meeting. He stays overnight and the following day he travels a total of 6 miles roundtrip to and from the meeting. The following day he travels 3 miles to the meeting and then travels the 70 miles home to his residence in Richmond. The total mileage for the first day is 70 miles. The total mileage for the second day is 6 miles. The total mileage for the third day is 73 miles. The total reimbursable official State business mileage for the trip is limited to 119 miles (70 + 6 + 73 – 30) to exclude one day's normal **roundtrip** commuting (30 miles).

The employee's residence can be assigned by the agency as base point where it is considered cost beneficial to the State. In this case, the mileage driven from the employee's residence to one or more temporary work locations, including the employee's central office, is official State business mileage and is fully reimbursable. **Agencies are expected to establish stringent administrative controls at sufficiently high levels to ensure that the assignment of an employee's residence as their base point is authorized only when justifiable.**

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## Transportation, Continued

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**Weekend and Holiday Mileage** Mileage incurred when the individual is required to work on a Saturday, Sunday, or holiday that is **not a scheduled workday** may be reimbursed **subject to an agency policy permitting such reimbursement**.

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**Out of Country Mileage** Reimbursement for out-of-country travel will be at the rate established in the current Appropriation Act. However, if a higher personal mileage rate is justified, a request for approval must be mailed or faxed to the Manager of General Accounting.

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**Parking & Toll Expenses** Parking and Toll expenses are reimbursable. A receipt is required for reimbursement claims where each individual claim is greater \$10. Reimbursement should be claimed as an “other expense” on the travel reimbursement voucher.

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**Public Transportation** Public transportation travel includes:

- Rental Car
- Plane
- Train
- Bus
- Taxi or Shuttle and other “for hire transportation”

Public transportation rates must not exceed those for tourist or coach class accommodations. Receipts for such expenses must be retained for submission with the travel voucher. Because of the liquidity of air and rail tickets, any unused portions must be returned to the agency for credit. Each agency should have a written policy and assigned responsibility for obtaining and controlling airline and rail tickets, particularly any unused portions.

For taxis, shuttle vans and other forms of “for hire transportation”, receipts are required **only** if the reimbursement claim exceeds \$10. Additionally, a reason should be identified on the voucher for the necessity of the “for hire transportation.”

Public transportation from place of lodging to restaurants is allowed only for official business needs.

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## Transportation, Continued

### Air & Rail Tickets

Generally, airline travel cannot exceed the rates charged for tourist/coach fare. With careful consideration of the reasonableness limitations specified on page two of these regulations, the approving authority may grant permission for **business class** travel under the following circumstances:

- When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel voucher), or
- For travel to western Europe if the business meeting is conducted within three hours of landing, or
- For transoceanic, intercontinental trips involving flight-time of more than eight consecutive hours, or
- If the traveler pays the difference.

Reimbursement for first class travel is prohibited.

### Air & Rail Tickets—Purchase Options

Agencies and institutions have four options available for the purchase of air and rail tickets:

- Air Travel Card (ATC) — DPS Contract 90717-0
- American Express (AMEX) Travel Card
- Small Purchase Charge Card (SPCC)
- Personal Credit Card

Direct billing by travel agencies for the purchase of airline tickets is not allowed. Requests for the ATC and AMEX Travel Card should be directed to the Department of General Services, Division of Purchases and Supply.

The agency Program Administrator should contact AMEX's Commonwealth of Virginia Inside Service Representative at (804) 225-2382 to begin participation in the purchasing card program. AMEX will provide the necessary literature and training.

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## Transportation, Continued

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**Private or Chartered Plane Travel**

Permitted when authorized in advance by the Chief of Staff and justified by a written cost/benefit analysis. The cost/benefit analysis must include a comparison of the total costs of the trip by both means, commercial versus private/chartered, including all associated costs (e.g., hangar rental). A copy of this analysis and the written approval from the Chief of Staff must be attached to the voucher.

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**Bus Travel**

Permitted in lieu of automobile, airline, or train travel when cost beneficial.

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**Car Rental**

Reimbursement of car rental expenses is limited to official business use only. Car rentals may be made through commercial rental agencies. The traveler must select the most economical contractor and type of vehicle available, and acquire any commercial rate or government discount available when the vehicle is rented. When possible, rentals should be arranged through a travel agency that has contracted with the Commonwealth to perform such services.

In most cases, rental vehicles would only be necessary after reaching the destination of travel. However, for travel initiated from the traveler's base point, the traveler may conduct a cost/benefit analysis to determine if it is beneficial for the State to use a rental car in lieu of a personal vehicle for the planned trip. The cost/benefit analysis should consider the cost of the rental car, any surcharges, and the cost of fuel for operating the rental vehicle. If this analysis demonstrates that it is cost effective to obtain the rental car and agency policy permits, a rental car may be used, and the analysis should be attached to the Travel Expense Reimbursement Voucher.

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## Transportation, Continued

### Car Rental Insurance

The option to purchase insurance offered by rental car contractors depends upon the following circumstances:

<b>If the traveler is a . . .</b>	<b>then . . .</b>	<b>Notes</b>
<u>State Employee</u>	Decline	Rental insurance will not be reimbursed. The Department of Treasury, Division of Risk Management, provides a Statewide Self-Insured Automobile plan for State employees.
<u>Non-State Employee</u>	Accept	Only when the agency considers automobile rental reimbursable. Rental car insurance for these individuals may also be treated as a reimbursable expense.  Insurance reimbursement should only include Liability Damage Waiver (LDW) and Collision Damage Waiver (CDW). Agencies are encouraged to set limits on reimbursement of this expense.
<u>State or Non-State Employee Outside the United States</u>	Accept	Individuals traveling outside of the territorial United States (including Canada, Puerto Rico) <u>are required to purchase</u> and will be reimbursed for LDW and CDW insurance. Other types of insurance offered such as trip cancellation, personal health or life insurance are not reimbursable.

### Car Rental Refueling

Travelers must ensure that the rental vehicle is refueled before returning the vehicle to the rental contractor unless an exception is noted. Reimbursement will be based on the fuel used and receipts provided. Reimbursement should be claimed as an “other expense” on the travel expense reimbursement voucher.

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## International Travel

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### Approval Authority

In addition to all other policies set forth in this travel policy, the following policies must be adhered to when traveling internationally. The following approvals must be obtained in advance, dated and submitted with the travel voucher.

<b>If the traveler is...</b>	<b>Then, approval must be made in advance by...</b>
A State employee	The respective agency head or designee.
An agency head	The respective cabinet secretary.
A cabinet secretary	The Governor's Chief of Staff.

To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single international travel destination must be approved in advance by the Cabinet Secretary.

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### Air Travel Emphasized

The guidelines stated previously for air travel also apply to international travel. Specifically, airline travel cannot exceed the rates charged for tourist/coach fare except as follows:

With careful consideration of the reasonableness limitations specified on page two of these regulations, the approving authority may grant permission for **business class** travel under the following circumstances:

- When it does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel voucher), or
- For travel to western Europe if the business meeting is conducted within three hours of landing, or
- For transoceanic, intercontinental trips involving flight-time of more than eight consecutive hours, or
- If the traveler pays the difference

Reimbursement for first class travel is prohibited.

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## International Travel, Continued

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**Per Diem Rates** The Commonwealth of Virginia uses the lodging and M&IE per diem rates for foreign travel as defined by the Federal Government. The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

Rates for cities and countries outside the 48 contiguous states can be found at [www.state.gov/m/a/als/prdm](http://www.state.gov/m/a/als/prdm) by choosing the appropriate year in the left-hand column and then the current updated Maximum Travel Per Diem Allowance for Foreign Areas. If a specific city is not listed, use the “Other” rate shown for that country. The M&IE portion of the maximum per diem rate covers the cost of meals as well as incidental expenses.

**Printouts of appropriate rates for the time of travel must be attached to the travel voucher for reimbursement.**

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## DOA Contacts

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### Contacts

#### **Supervisor of Disbursements Review, General Accounting**

☎ (804) 225-2384  
 ✉ [gacct@doa.virginia.gov](mailto:gacct@doa.virginia.gov)

#### **EDI Employee Enrollment Information**

☎ (804) 225-2713  
 ✉ [edi@doa.virginia.gov](mailto:edi@doa.virginia.gov)  
 🖨 [www.doa.state.va.us/procedures/GeneralAccounting/Edi/edinev.htm](http://www.doa.state.va.us/procedures/GeneralAccounting/Edi/edinev.htm)

#### **Travel Charge Card and ATC Card**

Patricia T. Trent, CPPB, VCO  
 Statewide Service Contract Officer  
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## Subject Cross References

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### References

CAPP Topic No. 20310—*Expenditures*

CAPP Topic No. 20330—*Petty Cash*

CAPP Topic No. 20336—*Agency Travel Processing*

CAPP Topic No. 60111—*Vendor Edit Table*