



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Financial Services/Travel
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Travel Reporting and Reimbursement

Policy:

An employee traveling on official state business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request air, train, bus, hotel and vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available.

Travel reimbursement will be made for all taxes paid by the traveler; however, when expenses are billed directly to the governmental entity, taxes should not be charged and paid.

One state employee should not claim expenses for another state employee. Travel Vouchers should be typed or completed in ink and signed by the employee. The signature is a certification by the traveler that reimbursement is being requested for actual expenses that are valid business expenses.

Hotel/motel receipts must be itemized in order to be reimbursed.

Express check-out receipts which do not provide an itemized hotel bill are not acceptable.

The hotel bill submitted shall be the original form the hotel provides when the bill is paid.

Necessary travel expenses do not include personal expense items such as entertainment and trip insurance.

A copy of the conference literature showing the conference hotel and rate or a copy of the registration form, which includes the housing reservation, must be attached to the Travel Voucher in order to be reimbursed.

Note: Each item on the Travel Reimbursement Form must be supported by a receipt in order to receive reimbursement (with the exception of meals which is noted in the "meals section" of the travel

policy). Please staple your receipts to the Travel Voucher Form when it is submitted and keep a copy for your records. For international travel, receipts must be provided.