

## Travel - Reimbursement Procedure

### FIACCT 10-02.02

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## Purpose

This policy defines the Division of Finance policy for travel reimbursement.

## Policy

In reimbursing travel, agencies must recognize their responsibility to maintain the public trust when expending state funds. As such, it is the responsibility of an agency to collect from a traveler any travel reimbursement overpayment.

- A. **Form** – Submit a State Employee Travel Reimbursement Request form [FI 51A](#) (in-state travel); or [FI 51B](#) (out-of-state travel) for travelers on the State Payroll System; or a Travel Reimbursement Request form [FI 51C](#) (in-state travel); or a Travel Reimbursement Request form [FI 51N](#) (In-State Travel – No Lodging); or [FI 51D](#) (out-of-state travel) for travelers not on the State Payroll system; or an Employee Reimbursement/Earnings Request form [FI 48](#) (Taxable Meals). The form must have the traveler's original signature verifying the expenditures.
- B. **Documentation** – Attach the following original documentation to the completed Travel Reimbursement Request form. Attach only items that apply to the specific trip:
  1. **In-State Travel**
    - ◆ Hotel bill. If more than one person is included on the bill, it should indicate the cost for the person requesting the reimbursement.
    - ◆ Agenda/Schedule of Events if the reimbursement is for a seminar, conference, convention, or similar function.
    - ◆ Conference Registration receipt if the registration is paid through the Travel Reimbursement Request form.
    - ◆ Conference registration material if you stayed at a conference hotel and did not obtain reservations through the State Travel Agency.
    - ◆ Itinerary.
    - ◆ Reimbursement for mileage at the higher rate requires documentation confirming that a state fleet vehicle was not reasonably available to the employee.
    - ◆ Parking receipt for expenses of \$20.00 or more.
    - ◆ Receipts for individual incidental travel expenses of \$20.00 or more.
    - ◆ Receipts for individual taxi charges of \$20.00 or more.
    - ◆ Schedule of incidental ground transportation.
    - ◆ Parking charges listing each item under \$20.00. Include the parking location on the list.
    - ◆ Personal phone bill or lodging receipt showing charges for personal phone calls. A receipt is not required for trips of less than four days duration.
    - ◆ If a travel advance and/or pre-paid expenses results in an overpayment requiring the traveler to repay a portion of the advance, a copy of the accepted FINET cash receipt (CR).

## 2. **Out-of-State Travel**

- ◆ Same information as *In-State Travel*.
- ◆ Original of the properly approved Request For Out-of-State-Travel Authorization, form [FI 5](#).

C. **Executive Director as Traveler** – If the traveler is the executive director, he/she should sign as the traveler but have his/her deputy or budget officer sign for agency/department approval. With the exception of the executive director, all travel expense vouchers must be approved by a higher authority.

## D. **Reimbursement by a Third Party**

The purpose of this section of the policy is twofold: 1) to help ensure employees and the State comply with applicable IRS regulations; and, 2) to help protect employees and the State from inappropriate emoluments or inducements from third parties or the appearance thereof.

1. Occasionally, a third party will reimburse the travel related expenses of an employee that travels on state time or for state business. In these instances, the maximum that the traveler may be reimbursed for meals is the federal meal and incidental per diem rate (M&IE) for their travel destination. The federal M&IE amounts by location are found on the federal GSA website [www.gsa.gov](http://www.gsa.gov), or you can obtain the allowable amount from the State Travel Office.

2. Travel expenses reimbursed by a third party may be treated by an employee in one of the following ways:

**State Reimbursement** - Obtain a regular travel reimbursement from the state and deposit the total third party reimbursement with the state as a refund of expenditure. This option should only be used if the third party reimbursement is less than what would be allowed by state travel policy.

**No State Reimbursement** – Retain the amount reimbursed by the third party, up to the amount allowed by state travel policy (including meals and incidentals as allowed in 1. above), and do not submit a state reimbursement. If the amount reimbursed by the third party is greater than allowed by the state travel policy, the difference should be returned to the third party by the employee or the State. If retained by the employee, it must be included in the taxable income on the W-2 of the traveler.

3. Regardless of which method the employee selects in D.2. above, upon completion of a trip for which a third party is reimbursing the traveler directly, the following must occur:

- a. The traveler must submit a copy of the reimbursement check, itinerary, all receipts the third party required, and any reimbursement form that was required by the third party.
- b. The agency must attach and file the information identified in 3.a. above to the traveler's [FI 5](#) form.
- c. The agency must report any third party reimbursement amount retained by an employee over what state policy allows to State Payroll and request the amount be added to the employee's taxable income.

**For unique circumstances that may prevent a traveler or agency from following the policy, contact the Division of Finance to request an exception.**

## E. **Use of Visa Business Travel Cards**

Travelers should request reimbursement for charges as soon as possible to avoid any interest charges that will be added 60 days past cycle close on their Visa Business Travel card.

For more information on the use of the Visa Business Travel Card, see the **Visa Business Travel Card** policies in this section.