

Travel Compensation/Allowance

Employees traveling on behalf of the Agency and performing approved Agency business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

The mileage reimbursement rates for the use of your personal vehicle will be determined by the Board.

The maximum amount allowed for in-state hotel lodging is equivalent to the federal government rate. The Chief Administrator or Chief Financial Officer may approve exceptions for extenuating circumstances.

For out-of-state travel, employees should use prudence in selecting lodging.

Reimbursement for mileage shall not include travel “to and from” work.

Reimbursement for expenses other than mileage shall be reasonable.

Reimbursement for meals will be made only in the event of overnight stay at a set meal per diem rate.

Reimbursement for out of state travel by automobile shall not exceed the commercial carrier rate.

All claims shall be submitted on a regular basis. Final fiscal year claims shall be submitted no later than 10 days after the end of the fiscal year the expenses were incurred (July 10).

Adopted: 05-04-05

Amended: 09-06-06

Amended: 03-06-13

Amended: 07-12-17

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