

0210 Travel Status

Employees in travel status shall receive reimbursement that matches the rates established by the U.S. General Services Administration (GSA) for the employee's primary destination. Maximum per diem reimbursement rates for lodging, meals, and incidental expenses are established by city/county and vary by season. State employees are directed to the GSA's website <http://gsa.gov> and the link "Per Diem Rates" under the "Travel" drop-down menu to locate the most current rates. Employees may receive reimbursement for breakfasts even though continental breakfasts are provided. Employees shall not claim full meals furnished to them during a conference, meeting, or other work function on their reimbursement request. **Employees may not claim full meals if a meal is offered as part of a conference, meeting, or other work function even if the employee does not consume the meal offered.**

For out-of-state travel, employees are required to submit a Travel Request for approval prior to making any travel arrangements.

Upon approval of the department head, agencies may make exceptions to the rate of reimbursement for lodging when the following applies:

1. Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held; or
2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.
3. If the condition(s) above exist, agencies may apply the following rules to the rate of reimbursement for:

In-State Travel

1. 150% of the standard Continental United States (CONUS) federal per diem rate for non-surveyed sites, or

Out-of-State Travel

1. 175% of the federal per diem rate for surveyed out-of-state sites; or
2. 300% of the standard CONUS federal per diem rate for non-surveyed out-of-state sites.

0236 Mileage Allowance for Moving

In addition to the allowances for moving household goods, an agency may pay one-way personal vehicle mileage from the old to the new place of residence for a maximum of two personal vehicles. The actual miles travelled are reimbursable at the rate established by GSA for relocation use of a personal vehicle at the State's convenience.