

# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301

59 *[Signature]*

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October 17, 2014

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Executive Council  
State House  
Concord, NH 03301

### REQUESTED ACTION

Pursuant to RSA 21-I:14, I; RSA 541-A:1, XV and RSA 4:15, the Department of Administrative Services requests approval of a new chapter of the Department of Administrative Services Manual of Procedures ("DAS MOP"), Chapter DAS MOP 1300 ("Reimbursement of Travel, Meal and Lodging Expenses") and amendment of the existing "Department of Administrative Services – Manual of Procedures, Section 1100, Reimbursement of Travel, Meals and Lodging Expense," effective upon Governor and Council approval. The text of the proposed new chapter of the MOP is found in Attachment A. Changes to "Section 1100" are highlighted for informational purposes in Attachment B. The text of the amended version of "Section 1100" that would result from the granting of this request is found at Attachment C.

### EXPLANATION

RSA 21-I: 14, I provides that the Commissioner of Administrative Services is to adopt a comprehensive uniform system of state financial management described in RSA 21-I: 13, XV and XVI in the form of a manual, to be updated and revised as the Commissioner deems necessary, to explain procedures applicable to all executive branch state agencies, officers and employees. Topics addressed in the Manual of Procedures include, but are not limited to, those items listed in RSA 21-I: 14, I (b) (1) through (12), as well as topic areas relating to agency annual or biennial reports as described in RSA 21-I: 14, IX. Pursuant to RSA 21-I: 14, I (a) and RSA 541-A: 1, XV, the Manual's provisions are not administrative "rules" that must be adopted by way of the formal rulemaking procedures of RSA 541-A, but executive branch agencies must nonetheless abide by

requirements of the DAS MOP. One of the matters to be addressed in the Manual is “[r]eimbursement of travel, meals and lodging.” See RSA 21-I: 14, I (b) (7).

As further discussed in the attached draft of Chapter DAS MOP 1300 (Attachment A), before the establishment of the format that is now used for drafting the DAS MOP, the Governor and Council approved a stand-alone document known as “Department of Administrative Services - Manual of Procedures, Section 1100, Reimbursement of Travel, Meals and Lodging Expense.” This was adopted as part of the Manual on September 27, 2006 and amended on November 15, 2006. Accordingly, since 2006 paragraph 1105 (D) of “Section 1100” has provided that owners of privately owned motor vehicles used for State travel shall procure and maintain public liability and property damage insurance in amounts equal to or greater than \$250,000/\$500,000 bodily liability limits and that proof of such insurance coverage must be provided by the employee to the State. Before paragraph 1105 (D) was introduced, Adm 308.03 (c) (an earlier provision of the Manual of Procedures adopted in the 1980's) provided in part that public liability and property damage insurance were required and that proof of such insurance would be maintained on file in the employee's departmental file. No dollar amount was specified.

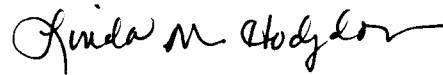
Shortly after the adoption of paragraph 1105 (D), it was determined that the \$250,000/\$500,000 limit would not be enforced and that agencies should instead follow the earlier guidance stating that employees must have proof of insurance on file in their agency business office in order to be eligible for reimbursement. Since that time, the Department of Administrative Services, in consultation with its Risk Management Unit and other entities has concluded that paragraph 1105 (D) as a whole is not necessary to protect the State's financial interests. That being the case, the Department requests that paragraph 1105 (D) of the “Department of Administrative Procedures – Manual of Procedures, Section 1100, Reimbursement of Travel, Meals and Lodging Expense” be repealed and that, to the extent that Adm 308.03 (c) may currently be considered operative, it likewise be repealed.

Granting this request would result in **(1)** the repeal of paragraph 1105 (D) and Adm 308.03 (c); **(2)** the relettering of certain paragraphs of 1105 so that, for example, paragraph 1105 (E) becomes new letter (D); and **(3)** the adoption of a new chapter of the Manual of Procedures designated as Chapter MOP 1300. Attachment A hereto shows the language of Chapter MOP 1300 which would become part of the Manual

of Procedures upon the granting of this request. For ease of reference, Attachment B hereto highlights in bold the changes that would be made to "Department of Administrative Services - Manual of Procedures, Section 1100, Reimbursement of Travel, Meals and Lodging Expense" if this request is granted. Finally, Attachment C shows how Section 1100 would read if the amendments highlighted in Attachment B are approved.

It should be noted that the Department of Administrative Services anticipates that it will ultimately be redrafting "Section 1100" in the new Manual of Procedures "MOP" format. In other words, it is anticipated that in the future all provisions relating to the reimbursement of travel, meal and lodging expenses will be found in one chapter of the DAS MOP: Chapter MOP 1300.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Linda M. Hodgdon". The signature is fluid and cursive, with a long horizontal stroke at the end.

Linda M. Hodgdon  
Commissioner

*STAFF and PAYROLL*MOP 1300 Reimbursement of Travel, Meal and Lodging Expenses**I. Purpose**

This chapter of the Manual of Procedures is reserved to address matters relating to the reimbursement of travel, meal and lodging expenses. When this chapter is complete, it will supersede the requirements found in earlier versions of the Manual, including but not limited to the document known as “Department of Administrative Services – Manual of Procedures, Section 1100, Reimbursement of Travel, Meals and Lodging Expense,” adopted by the Governor and Executive Council on September 27, 2006 (as amended on November 15, 2006). That document was produced prior to the establishment of the new DAS Manual of Procedures format and is currently available on the State’s “Sunspot” intranet page at:

<http://sunspot.nh.gov/finance/accounting.aspx>

**II. Insurance Provision Rescinded**

- A. Since 2006, paragraph 1105 (D) of Section 1100, Reimbursement of Travel, Meals and Lodging Expense has provided that:

*Owners of privately owned motor vehicles that are used for state travel shall procure and maintain public liability and property damage insurance in amounts equal to or greater than \$250,000/\$500,000 bodily liability limits and proof of such insurance coverage must be provided by the employee to the State.*

- B. This provision evolved from Adm 308.03 (c), an administrative rule also adopted as part of the DAS Manual of Procedures in the 1980’s. Adm 308.03 (c) at one time provided that:

*Owners of privately owned vehicles used for state travel shall procure and maintain public liability and property damage insurance. Proof of such insurance coverage shall be maintained on file in the employee's departmental files. It shall be the responsibility of each department head to enforce this ruling.*

- C. Shortly after the adoption of Section 1100, paragraph 1105 (D), it was determined that the \$250,000/\$500,000 limit should not be enforced and that agencies should instead follow the former guidelines stating that employees must have proof of

## DAS MANUAL OF PROCEDURES

insurance on file in their agency business offices in order to be eligible for reimbursement.

- D. After consultation with its Risk Management Unit and other entities, the Department of Administrative Services has concluded that paragraph 1105 (D) as a whole is not necessary to protect the State's financial interests. Accordingly, the Governor and Executive Council have determined that this paragraph of "Section 1100" should be repealed.
- E. Paragraph 1105 (D) of the "Department of Administrative Services – Manual of Procedures, Section 1100, Reimbursement of Travel, Meals and Lodging Expense" is hereby repealed. To the extent that the provisions of Adm 308.03 (c) may be considered operative, those provisions are likewise repealed.
- F. As the result of the foregoing, the Department of Administrative Services shall remove paragraph 1105 (D) from the document posted on the Sunspot intranet page and shall reletter the remaining paragraphs of 1105 so that, for example, paragraph 1105 (E) becomes new letter (D) and former paragraph 1105 (F) becomes new letter (E).

### III. Other Sources and Information

#### A. Statutes

RSA 21-I: 14, I (b) (7) (DAS Manual of Procedures may include provisions relating to reimbursement of travel, meals and lodging) .

#### B. Other

Agencies may direct inquiries regarding travel to their business supervisor in the DAS Budget Office, (603) 271-3204.

## DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

*[Text shows amendments deleting former paragraph 1105 (D) and the relettering of remaining portions of 1105, as proposed on 10/17/2014. Deletions are in bold-strike-through. Additions are in bold underlining.]*

### Section 1100 Reimbursement of Travel, Meals and Lodging Expense

#### Section 1101 Definitions

- (A) **“Certificate of Travel”** The prescribed form (hard copy or electronic) used by a ~~Department~~ Head or Designee to authorize an employee to work at a location other than the employee’s official headquarters.
- (B) **“Collective Bargaining Agreement”** The current, in-force bargaining agreement with the State Employees Association of New Hampshire.
- (C) **“Commuting distance”** The round-trip distance traveled routinely by the employee between his residence and official headquarters.
- (D) **“Department Head or Designee”** An officially appointed ~~elect~~, or designated individual with limited power of attorney, who directs, and who is ultimately responsible for, the ~~overall~~ operations of an agency or institution.
- (E) **“Mileage Reimbursement Rate”** The rate currently allowed by the collective bargaining agreement for use of private vehicles for State business.
- (F) **“Official”** The governor, executive councilors, elected, appointed, classified and unclassified employees, and members of any state commission or board.
- (G) **“Official Headquarters”** The ~~incorporated~~ limits of the city or town (including the officially recognized limit of an unincorporated place) from which an agency regularly conducts official State business. Official headquarters shall be the workplace assigned to the employee by the department head.
- (H) **“Overnight Stay”** The remaining, for the entire night, at a place or destination on official business when such place or destination is at least ~~50~~ miles from the employee’s official headquarters and at least 50 miles from the employee’s residence.

## DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

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- (I) **“Residence”** The primary residence of any State employee. In no instance shall an employee’s residence be deemed the official headquarters of the employee without the prior written approval of the department head.
- (J) **“Travel Status”** The authorized status of an employee when conducting state business at a location other than the employee’s official headquarters.
- (K) **“Travel Reimbursement Request (TRR)”** The prescribed form (hard copy or electronic) used to report and claim travel reimbursement.
- (L) **“Valid receipt”** An original itemized bill that clearly details the items for which reimbursement is being requested. A credit card receipt does not constitute a valid receipt for travel expenses unless sufficient information is provided on the receipt to support the reimbursement request.

### Section 1102 General Reimbursement Policy

- (A) These policies apply to all Executive Branch agencies.
- (B) It is the State’s policy to limit costs to only those expenses that are necessary to conduct State business.
- (C) Employees who are on travel status are required to keep costs within reasonable limits.
- (D) These policies are intended to provide clear and consistent guidelines and procedures to ensure:
  - 1. Employees are reimbursed fairly and in a consistent manner,
  - 2. Employees are provided with clear and consistent travel expense reimbursement instructions,
  - 3. Compliance with applicable state and federal regulations (RSA 4:15, OMB Circular A-87, etc) and meet the Internal Revenue Service (IRS) definition of an accountable plan.

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4. Expenses and reimbursements that conform to this policy are not reported as taxable income to the individual with the exception of call back commuter mileage.
- (E) Only travel performed in the course of State duties shall be reimbursable under the provisions of RSA 4:15.
- (F) Heads of departments, assistants, and employees shall not be allowed the expense of travel between their residence and their official headquarters.
- (G) Travel reimbursement shall not include any costs that are incurred solely for the convenience or enjoyment of the employee.
- (H) All requests for out-of-state travel requiring authorization of Governor and Council shall be made on the prescribed, "Request for Authorization of Out-of-State Travel," showing the full detail of expense to be incurred and the justification for the request.
- (I) All requests for out-of-state travel requiring authorization of Governor and Council shall be transmitted through the budget office with an original and three copies.
- (J) The mode of travel, performed within a 300 mile radius of the employee's official headquarters, shall be at the discretion of the employee's department head or designee.
- (K) The mode of travel, performed outside of a 300 mile radius of the employee's official headquarters, shall be economy class airfare on commercial airlines.
- (L) Governor and Council approval shall be required for travel, performed outside of a 300-mile radius of the employee's official headquarters, by any mode other than economy class airfare on commercial airlines flying.
- (M) The Commissioner of the Department of Administrative Services, or designee, may approve exceptions to provisions of this policy, to the extent justified and approved by the employee's department head or designee.



## DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

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- (N) The Governor and Executive Council shall make the final determination in dispute concerning the reimbursement of travel expense.

### Section 1103 Travel Reimbursement Request Policy

- (A) Travel Reimbursement Requests (TRR) shall be completed properly, signed by the employee, approved by the department head and submitted timely.
- (B) An employee seeking reimbursement for travel expenses must submit valid receipts with a completed Travel Reimbursement Request.
- (C) The employee shall certify, by signing the Travel Reimbursement Request, the accuracy of all information and the legitimacy of the travel.
- (D) The Department Head or Designee shall certify, by signing the Travel Reimbursement Request, the travel was necessary and the requested reimbursements are proper.
- (E) Employees are required to file reimbursement requests within 30 days after the trip with the exception of fiscal year-end (June 30), when employees are required to submit requests immediately upon return from the trip.
- (F) All travel is subject to detailed audit by the Division of Accounting Services, in accordance with the *Division of Accounting Audit Guidelines*, to verify costs incurred are appropriate and in accordance with these policies.
- (G) A cash advance to an employee for the purpose of travel requires prior approval by the Governor and Executive Council.
- (H) Any amount of a cash advance, in excess of expenses incurred, must be returned to the state within 60 days of receiving the advance.

## DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

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### Section 1104 Air Travel Reimbursement Policy

- (A) Direct payments to airlines or travel agencies for airfare shall have the purpose of travel, and the employee's name(s) recorded on the Travel Reimbursement Request.
- (B) Employees are required to travel at the economy rate and shall make every effort to plan the trip early and/or be flexible in their flight times to take advantage of the best rate available.
- (C) Expenses are allowable for additional travel days when the increased costs of lodging and meals are less than the airfare discounts.
- (D) A full justification documenting the savings must be attached to the Travel Reimbursement Request.
- (E) Employees are directed to seek out the least expensive modes of transportation (bus, hotel shuttle, etc.) when getting to and from airports.
- (F) Employees are directed to park in the appropriate lots to be eligible for free parking, when on state travel from the Manchester Airport.
- (G) Employees must bring the agency document that authorizes the travel to the airport in order to have their parking validated.

### Section 1105 Automobile Travel Reimbursement Policy

- (A) Except in an emergency, no person shall be transported in state-owned vehicles other than state employees or persons officially engaged in business for or necessary to the state.

## DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

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- (B) Travel by rental car shall be allowed at the discretion of the employee's department head, with written justification, only when no other mode of public transportation is available at a lesser cost or the utilization of other available transportation is of such inconvenience as to cause hardship for the employee to carry out an assignment.
- (C) Privately owned motor vehicles shall not be used when State-owned vehicles are available and when authorized by the department head.
- (D) ~~Owners of privately owned motor vehicles that are used for state travel shall procure and maintain public liability and property damage insurance in amounts equal to or greater than \$250,000/\$500,000 bodily liability limits and proof of such insurance coverage must be provided by the employee to the State.~~
- (E) (D) Employees using their private vehicles for official State business shall be reimbursed for all reasonable mileage incurred.
- (F) (E) The reimbursement per mile, for privately owned vehicles, shall be the current mileage reimbursement rate as determined by the U.S. Internal Revenue Service.
- (G) (F) Travel mileage shall be computed based on odometer readings, or official state highway maps, and shall be by the most expedient commonly traveled direct routes.
- (H) (G) A valid receipt is required for the reimbursement of tolls. Otherwise, reimbursement will be at the lowest toll rate available.
- (I) (H) Expenditures for business related travel parking shall be reimbursed and receipts for such parking shall not be required unless the charge is greater than \$5.
- (J) (I) A Certificate of Travel is required if a work assignment is away from the employee's official headquarters and it is more efficient for the employee to proceed directly from and/or to the place of residence to an assigned work site.

## DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

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- ~~(K)~~ **(J)** Should an individual pass through their official headquarters while on a business assignment traveling directly to an assigned work site from and /or to their place of residence, one way or round trip commuter miles shall be deducted from the miles to be reimbursed.
- ~~(L)~~ **(K)** In the event that an employee is required to report to his or her official headquarters location on either a scheduled day off or on a weekend day without prior notice, the commuting miles that occur are reimbursable per the CBA definition.

### Section 1106 Meal Reimbursement Policy

- (A) In State Travel: Reimbursement for meals shall be made when associated with an overnight stay that is necessary and required for the performance of the employees assigned duties.
- (B) Out of State Travel: Reimbursement for meals shall be made when associated with state business as required for the performance of the employees assigned duties. The time of departure and return of the employee while on out of state travel status will be considered in the final determination of eligible meal reimbursements.
- (C) An employee may be reimbursed, without receipts, for authorized meals purchased, including tax and gratuity, in an amount not to exceed the amount set forth in the current collective bargaining agreement.
- (D) Employees shall be reimbursed, upon presentation of valid receipts, for the reasonable cost of meals and tips, up to 15%, as approved by the department head or designee.
- (E) Reimbursement for room service meals are unallowable unless extenuating circumstances can be proven.
- (F) Reimbursements for meals are not allowed when included within the lodging fee or included as part of the registration fees for a conference, workshop, or training session.

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- (G) Reimbursement for meals may be made for required attendance at an official function, banquet, or dinner in accordance with the terms of the collective bargaining agreement.
- (H) Reimbursement for meals may be authorized, by the department head or designee, for appointed members of boards or commissions who serve without compensation.
- (I) Reimbursement for meals may be authorized, by the department head or designee, when employees are required to work in excess of the normal work day due to a natural disaster, catastrophic event, or emergency situation in accordance with the terms of the collective bargaining agreement.

### Section 1107 Lodging Reimbursement Policy

- (A) Lodging expenses incurred by employees are reimbursable if authorized by the department head and the location of the work assignment or hotel location is at least 50 miles away from the employee's official headquarters and the employee's residence.
- (B) Advance payment by the State shall be one night only when advance payment is required for lodging reservations.
- (C) Governor and Council approval is required if advance payment is sought for more than one night.
- (D) Lodging expenses paid or reimbursed by the State shall be for State employees only.
- (E) Additional expenses and/or room upgrades, incurred for family or friends accompanying the employee, are not reimbursable.
- (F) Original hotel invoices must be submitted with Travel Reimbursement Request and personal and other non-allowable expenses must be deducted from the total.
- (G) The maximum allowable daily non-meal tip allowance shall be \$3.00 per day and is to be used at the employee's discretion for business related services (Examples: maid service, concierge service, bell hop or valet service).

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### Section 1108 Compensation of Travel Time Policy

- (A) The following guidelines are derived from the Federal Fair Labor Standards and shall be used for the determination of compensation involving travel time.
- (B) The following shall apply when an employee travels from home to work on a special, one-day assignment in another city:
  - 1. When an employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day, the time spent in traveling to and returning from the other city is work time, except that the State will deduct the time that the employee would normally spend commuting to the regular work site.
  - 2. In this instance, the employee would be compensated from the time they leave home until the time they return, less the time of the regular commute each way.
- (C) The following shall apply when an employee travels away from home community:
  - 1. Travel that keeps an employee away from home overnight is travel away from home,
  - 2. Travel away from home is work time when it includes hours within the employee's normal workday, and
  - 3. Work time shall also include periods of work, on non-standard working days (weekends, holidays), that is performed during hours that correspond to the employee's normal workday.
- (D) The State will not consider, as work time, that time spent in travel away from home outside of regular working hours as a passenger on any mode of transportation.

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## Section 1100 Reimbursement of Travel, Meals and Lodging Expense

## Section 1101 Definitions

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- (B) **“Collective Bargaining Agreement”** The current, in-force bargaining agreement with the State Employees Association of New Hampshire
- (C) **“Commuting distance”** The round-trip distance traveled routinely by the employee between his residence and official headquarters.
- (D) **“Department Head or Designee”** An officially appointed, elected, or designated individual with limited power of attorney, who directs, and who is ultimately responsible for, the overall operations of an agency or institution.
- (E) **“Mileage Reimbursement Rate”** The rate currently allowed by the collective bargaining agreement for use of private vehicles for State business.
- (F) **“Official”** The governor, executive councilors, elected, appointed, classified and unclassified employees, and members of any state commission or board.
- (G) **“Official Headquarters”** The incorporated limits of the city or town (including the officially recognized limit of an unincorporated place) from which an agency regularly conducts official State business. Official headquarters shall be the workplace assigned to the employee by the department head.
- (H) **“Overnight Stay”** The remaining, for the entire night, at a place or destination on official business when such place or destination is at least 50 miles from the employee’s official headquarters and at least 50 miles from the employee’s residence.

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- (I) **“Residence”** The primary residence of any State employee. In no instance shall an employee’s residence be deemed the official headquarters of the employee without the prior written approval of the department head.
- (J) **“Travel Status”** The authorized status of an employee when conducting state business at a location other than the employee’s official headquarters.
- (K) **“Travel Reimbursement Request (TRR)”** The prescribed form (hard copy or electronic) used to report and claim travel reimbursement.
- (L) **“Valid receipt”** An original itemized bill that clearly details the items for which reimbursement is being requested. A credit card receipt does not constitute a valid receipt for travel expenses unless sufficient information is provided on the receipt to support the reimbursement request.

### Section 1102 General Reimbursement Policy

- (A) These policies apply to all Executive Branch agencies.
- (B) It is the State’s policy to limit costs to only those expenses that are necessary to conduct State business.
- (C) Employees who are on travel status are required to keep costs within reasonable limits.
- (D) These policies are intended to provide clear and consistent guidelines and procedures to ensure:
  - 1. Employees are reimbursed fairly and in a consistent manner,
  - 2. Employees are provided with clear and consistent travel expense reimbursement instructions,
  - 3. Compliance with applicable state and federal regulations (RSA 4:15, OMB Circular A-87, etc) and meet the Internal Revenue Service (IRS) definition of an accountable plan.
  - 4. Expenses and reimbursements that conform to this policy are not reported as taxable income to the individual with the exception of call back commuter mileage.
- (E) Only travel performed in the course of State duties shall be reimbursable under the provisions of RSA 4:15.



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- (F) Heads of departments, assistants, and employees shall not be allowed the expense of travel between their residence and their official headquarters.
- (G) Travel reimbursement shall not include any costs that are incurred solely for the convenience or enjoyment of the employee.
- (H) All requests for out-of-state travel requiring authorization of Governor and Council shall be made on the prescribed, "Request for Authorization of Out-of-State Travel," showing the full detail of expense to be incurred and the justification for the request.
- (I) All requests for out-of-state travel requiring authorization of Governor and Council shall be transmitted through the budget office with an original and three copies.
- (J) The mode of travel, performed within a 300 mile radius of the employee's official headquarters, shall be at the discretion of the employee's department head or designee.
- (K) The mode of travel, performed outside of a 300 mile radius of the employee's official headquarters, shall be economy class airfare on commercial airlines.
- (L) Governor and Council approval shall be required for travel, performed outside of a 300-mile radius of the employee's official headquarters, by any mode other than economy class airfare on commercial airlines flying.
- (M) The Commissioner of the Department of Administrative Services, or designee, may approve exceptions to provisions of this policy, to the extent justified and approved by the employee's department head or designee.
- (N) The Governor and Executive Council shall make the final determination in dispute concerning the reimbursement of travel expense.

### Section 1103 Travel Reimbursement Request Policy

- (A) Travel Reimbursement Requests (TRR) shall be completed properly, signed by the employee, approved by the department head and submitted timely.

## DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

- (B) An employee seeking reimbursement for travel expenses must submit valid receipts with a completed Travel Reimbursement Request.
- (C) The employee shall certify, by signing the Travel Reimbursement Request, the accuracy of all information and the legitimacy of the travel.
- (D) The Department Head or Designee shall certify, by signing the Travel Reimbursement Request, the travel was necessary and the requested reimbursements are proper.
- (E) Employees are required to file reimbursement requests within 30 days after the trip with the exception of fiscal year-end (June 30), when employees are required to submit requests immediately upon return from the trip.
- (F) All travel is subject to detailed audit by the Division of Accounting Services, in accordance with the *Division of Accounting Audit Guidelines*, to verify costs incurred are appropriate, reasonable and in accordance with these policies.
- (G) A cash advance to an employee for the purpose of travel requires prior approval by the Governor and Executive Council.
- (H) Any amount of a cash advance, in excess of expenses incurred, must be returned to the state within 60 days of receiving the advance.

### Section 1104 Air Travel Reimbursement Policy

- (A) Direct payments to airlines or travel agencies for airfare shall have the purpose of travel, and the employee's name(s) recorded on the Travel Reimbursement Request.
- (B) Employees are required to travel at the economy rate and shall make every effort to plan the trip early and/or be flexible in their flight times to take advantage of the best rate available.
- (C) Expenses are allowable for additional travel days when the increased costs of lodging and meals are less than the airfare discounts.
- (D) A full justification documenting the savings must be attached to the Travel Reimbursement Request.

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- (E) Employees are directed to seek out the least expensive modes of transportation (bus, hotel shuttle, etc.) when getting to and from airports.
- (F) Employees are directed to park in the appropriate lots to be eligible for free parking, when on state travel from the Manchester Airport.
- (G) Employees must bring the agency document that authorizes the travel to the airport in order to have their parking validated.

### Section 1105 Automobile Travel Reimbursement Policy

- (A) Except in an emergency, no person shall be transported in state-owned vehicles other than state employees or persons officially engaged in business for or necessary to the state.
- (B) Travel by rental car shall be allowed at the discretion of the employee's department head, with written justification, only when no other mode of public transportation is available at a lesser cost or the utilization of other available transportation is of such inconvenience as to cause hardship for the employee to carry out an assignment.
- (C) Privately owned motor vehicles shall not be used when State-owned vehicles are available and when authorized by the department head.
- (D) Employees using their private vehicles for official State business shall be reimbursed for all reasonable mileage incurred.
- (E) The reimbursement per mile, for privately owned vehicles, shall be the current mileage reimbursement rate as determined by the U.S. Internal Revenue Service.
- (F) Travel mileage shall be computed based on odometer readings, or official state highway maps, and shall be by the most expedient commonly traveled direct routes.
- (G) A valid receipt is required for the reimbursement of tolls. Otherwise, reimbursement will be at the lowest toll rate available.
- (H) Expenditures for business related travel parking shall be reimbursed and receipts for such parking shall not be required unless the charge is greater than \$5.

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- (I) A Certificate of Travel is required if a work assignment is away from the employee's official headquarters and it is more efficient for the employee to proceed directly from and/or to the place of residence to an assigned work site.
- (J) Should an individual pass through their official headquarters while on a business assignment traveling directly to an assigned work site from and /or to their place of residence, one way or round trip commuter miles shall be deducted from the miles to be reimbursed.
- (K) In the event that an employee is required to report to his or her official headquarters location on either a scheduled day off or on a weekend day without prior notice, the commuting miles that occur are reimbursable per the CBA definition.

### Section 1106 Meal Reimbursement Policy

- (A) In State Travel: Reimbursement for meals shall be made when associated with an overnight stay that is necessary and required for the performance of the employees assigned duties.
- (B) Out of State Travel: Reimbursement for meals shall be made when associated with state business as required for the performance of the employees assigned duties. The time of departure and return of the employee while on out of state travel status will be considered in the final determination of eligible meal reimbursements.
- (C) An employee may be reimbursed, without receipts, for authorized meals purchased, including tax and gratuity, in an amount not to exceed the amount set forth in the current collective bargaining agreement.
- (D) Employees shall be reimbursed, upon presentation of valid receipts, for the reasonable cost of meals and tips, up to 15%, as approved by the department head or designee.
- (E) Reimbursement for room service meals are unallowable unless extenuating circumstances can be proven.
- (F) Reimbursements for meals are not allowed when included within the lodging fee or included as part of the registration fees for a conference, workshop, or training session.

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- (G) Reimbursement for meals may be made for required attendance at an official function, banquet, or dinner in accordance with the terms of the collective bargaining agreement.
- (H) Reimbursement for meals may be authorized, by the department head or designee, for appointed members of boards or commissions who serve without compensation.
- (I) Reimbursement for meals may be authorized, by the department head or designee, when employees are required to work in excess of the normal work day due to a natural disaster, catastrophic event, or emergency situation in accordance with the terms of the collective bargaining agreement.

### Section 1107 Lodging Reimbursement Policy

- (A) Lodging expenses incurred by employees are reimbursable if authorized by the department head and the location of the work assignment or hotel location is at least 50 miles away from the employee's official headquarters and the employee's residence.
- (B) Advance payment by the State shall be one night only when advance payment is required for lodging reservations.
- (C) Governor and Council approval is required if advance payment is sought for more than one night.
- (D) Lodging expenses paid or reimbursed by the State shall be for State employees only.
- (E) Additional expenses and/or room upgrades, incurred for family or friends accompanying the employee, are not reimbursable.
- (F) Original hotel invoices must be submitted with Travel Reimbursement Request and personal and other non-allowable expenses must be deducted from the total.
- (G) The maximum allowable daily non-meal tip allowance shall be \$3.00 per day and is to be used at the employee's discretion for business related services (Examples: maid service, concierge service, bell hop or valet service).

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**Section 1108 Compensation of Travel Time Policy**

- (A) The following guidelines are derived from the Federal Fair Labor Standards and shall be used for the determination of compensation involving travel time.
- (B) The following shall apply when an employee travels from home to work on a special, one-day assignment in another city:
  - 1. When an employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day, the time spent in traveling to and returning from the other city is work time, except that the State will deduct the time that the employee would normally spend commuting to the regular work site.
  - 2. In this instance, the employee would be compensated from the time they leave home until the time they return, less the time of the regular commute each way.
- (C) The following shall apply when an employee travels away from home community:
  - 1. Travel that keeps an employee away from home overnight is travel away from home,
  - 2. Travel away from home is work time when it includes hours within the employee's normal workday, and
  - 3. Work time shall also include periods of work, on non-standard working days (weekends, holidays), that is performed during hours that correspond to the employee's normal workday.
- (D) The State will not consider, as work time, that time spent in travel away from home outside of regular working hours as a passenger on any mode of transportation.