

# OREGON ACCOUNTING MANUAL

Subject: Accounting and Financial Reporting	Number: 40.10.00.PO
Division: State Controller's Division	Effective date: November 1, 2009
Chapter: <b>Travel</b>	
Part: <b>Statewide Travel Policy</b>	
Section:	
Approved: John Radford, State Controller	Signature on file at SCD

**Authority**      [ORS Chapter 291](#)  
[ORS 292.220](#)  
[ORS 292.230](#)  
[ORS 292.250](#)  
[ORS 292.495](#)  
[ORS 292.280 thru 292.288](#)  
[ORS 240.250](#)  
[ORS 243.650](#)  
[ORS 244.040](#)

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**General Provisions**

**.101 PURPOSE OF POLICY.** The purpose of this policy is to provide guidelines to state agencies for payment of travel expenses in an efficient, cost-effective manner resulting in the best value for the state. Telecommunication instead of travel should be considered when possible. Each agency is charged with the responsibility for determining the necessity, available resources, and justification for the need for and the method of travel.

- .102 APPLICABILITY.** This policy applies to state executive, management service, employees represented by AEE, AFSCME, AOCE, CIA, KFAFFA, IAFF, ONA, OSPOA, SEIU and STEA, unrepresented employees, elected officials, members of boards and commissions and authorized non-state individuals traveling on official state business.

For personnel with disabilities, the agency has authority to provide reasonable accommodations during travel on official state business. Decisions regarding specific situations not addressed by this policy shall be made and documented by the agency.

Employee salary/wage issues associated with travel status are not addressed in this policy.

- .103 OUT-OF-STATE TRAVEL.** Agencies shall limit the number of officers and employees attending the same out-of-state business meeting and, to the extent possible, develop information sharing for reporting and other aspects that have benefits to more than one person and/or agency. Agencies must be in compliance with [ORS 292.230](#) regarding out-of-state travel. Out-of-state travel is defined as travel from a point of origin in Oregon to a point of destination in another state and returning to the point of origin.

Agency heads are required to approve out-of-state travel or delegate out-of-state travel approval authority in writing to appropriate subordinates. For frequent non-overnight trips out-of-state (i.e. once every other month or more often), it is recommended that agencies keep authorizations on file. The authorizations should cover a specified length of time, which is recommended not to exceed one year, at which point a new authorization should be issued. Agency head pre-approval for out-of-state travel is not required for either overnight or non-overnight travel, but is recommended in the case of overnight travel for internal control purposes.

- .104 POLICY EXCEPTIONS.** Travel Policy exceptions may be made by the agency head for his or her subordinates on a case by case basis to meet agency business needs. Agencies must ensure that sufficient written documentation exists on policy departures and is signed by the agency head. Approvals for permanent policy departures must be requested of and approved in writing by the State Controller's Division. Agency heads are not permitted to approve policy exceptions for themselves. Policy exceptions for agency heads should be made by the agency deputy director or CFO. If exceptions are made to this policy, agencies have the responsibility to assess the tax liabilities to the employee and process expense claims accordingly.

- .105 PERSONAL EXPENSES.** Reimbursement of personal expenses shall not be authorized for payment at any time. For example, employees will not be reimbursed for parking tickets, lodging safe fees or commuting mileage. Commuting mileage is defined as the distance from the employee's residence to primary work station.

- .106 AGENCY PAID EXPENSES.** Every state agency shall try to pre-arrange official state business meetings and have the costs paid directly by the agency when practical. Travel related expenditures or accommodations paid by or provided by the agency shall not be paid or reimbursed to the employee. Agencies are not allowed to direct-bill meals to lodging receipts.

- .107 INSURANCE/STATE COVERAGE.** This policy does not necessarily ensure state employees have tort, liability and workers compensation coverage. Refer to Department of Administrative Services Risk Management for insurance and coverage issues related to state travel. <http://oregon.gov/DAS/SSD/Risk/index.shtml>

- .108 EMPLOYEE MOVING EXPENSE.** Moving expenses and relocation are not included in the travel policy. Refer to the Department of Administrative Services, Human Resources Services Division Policy 40.055.10, Current Employee Relocation, and Policy 40.055.20, New Employee Relocation, at <http://egov.oregon.gov/DAS/HR/docs/advice/P4005510.pdf> or <http://egov.oregon.gov/DAS/HR/docs/advice/P4005520.pdf>

## Compliance and Accountability

- .109** State agencies must comply with all provisions of this statewide policy. Periodically, the Department of Administrative Services may perform a review of the agency's travel records to ensure compliance with all aspects of this travel policy. The Department of Administrative Services may implement appropriate and progressive sanctions for misuse. All travel claims are subject to detailed audit by the Secretary of State Audits Division. All state employees must comply fully with requests for records and documentation supporting all travel expense reimbursement claims. Public employees may be liable under [ORS 291.990](#) and [ORS 294.100](#) for improper use of state funds. Public employees who order, authorize, or cause to be made any expenditure in violation of state statutes, rules, policies or procedures can be subject to fines and penalties and be held personally financially liable for inappropriate expenditures. Employees may be held financially accountable for their policy infractions in accordance with internal control over expenditures policy ([OAM 10.40.00.PO](#), .109 through .112).

When an agency head or the Director of the Department of Administrative Services determines that the employee or agency head obtained a payment of travel expenses for the employee or agency head by knowingly or intentionally falsifying or misrepresenting an expense item or per diem amount for personal gain, or purposely allowed another person to arrange travel in any manner that does not comply with this policy, the agency head or Director of the Department of Administrative Services may refer the matter to the Department of Justice to seek imposition of a fine under [ORS 291.990](#).

## Travel Status

- .110** **DEFINITION.** An individual is on travel status from the time they start from and return to their official (primary) work station. The primary work station may be a physical location (i.e. building) for some employees and it may be a district or geographic location for others. With the approval of the agency director or designee, the employee may leave from and/or return to the place of residence or other specified location.

See .113 for travel status requirements for Meal Per Diem During Non-overnight Travel and .118 for Private Vehicle Mileage.

## Accountable Plan

- .111** **DEFINITION.** The Statewide Travel Policy has been developed with the Internal Revenue Service (IRS) Regulations (Publication 535) as its primary payment framework. The travel payment methodology used throughout this policy is defined as an accountable plan. By definition, an accountable plan assumes the following IRS criteria have been met:

- All expenses were incurred while on official state business
- Expenses must be adequately accounted for in a reasonable timeframe
- All excess payments or advances must be returned in a reasonable timeframe

**Per diem.** Per Diem is the allowance for lodging (excluding taxes), meals and incidental expenses. Incidental expenses include *all* gratuities; therefore, employees are not separately reimbursed for gratuities or tips of any kind including, but not limited to, meals and transportation. The primary basis for payment of travel related expense is per diem. Payment to individuals on travel status to cover meals and commercial lodging will be based on the rates of the United States (U.S.) General Services Administration (GSA) for domestic travel in the continental U.S. For Alaska, Hawaii, and U.S. Territories and Possessions, the per diem used will be rates of the U.S. Department of Defense. For international travel, the per diem used will be rates of the U.S. Department of State. (See Appendix A for current per diem rates.) See .129 and .130 for receipt requirements for travel related expenses.

## Meals

- .112 MEAL PER DIEM.** The per diem meal allowance is a fixed amount of reimbursement for a meal. It is not reimbursement for the actual costs incurred. Receipts are not required for meals if claiming per diem.

Travel expenses must not be claimed prior to travel taking place and employees must be in travel status to receive a meal allowance.

Occasionally, employees may be reimbursed for actual costs. For example, when personnel attend an official state business meeting where the meal is an agenda item but not included in the fee and the selection and cost of the meal are beyond the control of the employee, the employee will be reimbursed for the actual cost of that meal. A receipt must be provided. Official state business meetings are defined as two or more employees or persons assembled, for the benefit of the agency, to conduct official state business as authorized by law. Official state business meetings include conferences, training, workshops, testing, seminars and other gatherings to conduct official state business. **Meals for overnight travel are based on where lodging takes place.**

Meals that are provided (for example, at a conference) will be subtracted from the daily per diem. For purposes of calculating adjustments to meal per diem as a result of meals provided at conferences and other meetings, the following percentages shall be used:

Breakfast equals 25% of the allowed daily meal per diem  
Lunch equals 25% of the allowed daily meal per diem  
Dinner equals 50% of the allowed daily meal per diem

- .113 MEAL PER DIEM DURING NON-OVERNIGHT TRAVEL.** Meal allowances when there is no overnight stay are taxable income to the traveler. A meal per diem is permitted under the following conditions during non-overnight travel, within or outside of Oregon.

- a. **Breakfast.** Personnel must be on travel status for two hours or more before the beginning of their scheduled work shift to receive a breakfast allowance (see percentages in .112).
- b. **Lunch.** No allowance is provided for lunch during non-overnight travel unless the employee is attending an official business meeting and the meal is an agenda item, that was not included in the fee, and the cost and choice of having the meal were beyond the control of the employee. A receipt is required.

Other circumstances may warrant an exception to the provision that no allowance is provided for lunch. The agency director or designee, board member or commission member may authorize such an exception when such payment provides a clear and distinct economic advantage to the agency and is critical and essential to the mission of the agency.

- c. **Dinner.** Personnel must be on travel status for two hours or more beyond the end of their scheduled work shift to receive a dinner allowance (see percentages in .112).

## **.114 APPLICATION OF MEAL PER DIEM RATES**

### **Partial Day Meal Per Diem**

Meal per diems for the initial day of travel and final day of travel will be based on the following schedule based on departure and arrival times. Apply the percentage to the appropriate meal rate.

<b>Initial Day of Travel – Leave:</b>	Prior to <u>6:00 AM</u>	6:00 AM to <u>Noon</u>	12:01 PM to <u>6:00 PM</u>	After <u>6:00 PM</u>
Meal Allowance Percentage	100%	75%	50%	25%
<b>Final Day of Travel – Return:</b>	Prior to <u>6:00 AM</u>	6:00 AM to <u>Noon</u>	12:01 PM to <u>6:00 PM</u>	After <u>6:00 PM</u>
Meal Allowance Percentage	25%	50%	75%	100%

### Multiple Locations during overnight and non-overnight travel

A single per diem rate is used for an entire day. During overnight travel, if the employee travels to more than one location in one day, the per diem rates for each day are the rates for the location in which the traveler will spend the night. **However, on the final day of travel, the per diem rates are the rates for the location in which the traveler last stayed the night, prior to returning to their official workstation and/or home.** When travel in a single day (non-overnight travel) is to multiple locations (meaning, more than one work destination), the highest per diem of the multiple locations is used.

## Lodging

- .115 COMMERCIAL LODGING EXPENSES.** Lodging expenses are reimbursed at actual cost up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality.

Employees may “double up” in a room in order to save the state money or for efficiency. A single employee is allowed to be reimbursed under these circumstances but the transaction must be thoroughly documented for audit purposes and the separate expense claims must cross-reference. Agencies must ensure that the maximum reimbursed on a per employee basis does not exceed the allowable rate.

Receipts are required for lodging and lodging taxes. Lodging taxes are reimbursed over and above the per diem rates for the continental U.S. For lodging in Alaska, Hawaii, and U.S. Territories and Possessions, the U.S. Department of Defense per diem rates do not include lodging taxes. However, for lodging in foreign countries, the lodging taxes are included in the U.S. Department of State per diem rates.

Certain lodging establishments also charge “hospitality fees” or “resort fees” that are beyond the control of the employee. These types of fees are reimbursable expenses.

Exceptions are allowed to stated lodging per diem rates. Exceptions to lodging rates must be accompanied by documentation and receipts. For example, if personnel attend a conference or meeting and stay at an official hotel/motel, as defined in the conference or meeting registration or agenda for that conference or meeting, and the lodging cost exceeds the per diem for that location, the reimbursement of actual lodging expenses is allowed. This reimbursement is conditioned upon the performance of an effort to find lower cost lodging as described below. Should the conference hotel rate be authorized, the Travel Expense Detail Sheet must include documentation of the official conference hotel designation and a copy of the hotel bill.

If the cost of an official conference or meeting hotel exceeds the lodging per diem rate for that location, agencies are obligated to make and document an effort to: (1) lodge employees at the lowest conference hotel room rate available at the published conference/meeting facilities, (2) lodge employees at an alternative lowest cost hotel/motel within close proximity (1 to 2 block radius) to the primary conference/meeting facility. Traveler safety is a factor to be considered in the evaluation of an alternate lodging facility.

Agency heads or designees have the authority to approve lodging reimbursements higher than per diems under other unusual conditions (for example, when an event, occurrence, emergency or other valid situation prevents a state employee from securing a room within reasonable proximity and within the per diem for that location).

Any approval to exceed lodging rates is to be made on a case-by-case basis, thoroughly documented for audit purposes, and signed by the agency head or designee.

- .116 NON-COMMERCIAL LODGING PER DIEM.** The intent of the non-commercial lodging per diem is to reimburse travelers using their personal travel trailer, motor home, tent, time-share, second home, or staying with friends or family members and should result in an economic benefit for the state. Whether for short or long-term travel, within or outside of Oregon, the daily per diem for all non-commercial lodging is \$25. It is intended that the non-commercial lodging per diem apply for any overnight stay away from home that does not take place in a commercial lodging establishment and which is provided by the employee. Even though an enterprise may have the appearance of a commercial lodging establishment (for example, a KOA campground), the facilities are still reimbursed at a daily rate of \$25.
- .117 PERSONAL TELEPHONE CALLS.** Personal telephone calls to immediate family members or significant others within the continental U.S. to confirm the traveler's well being while on overnight travel status are allowed. As an example, employees may be reimbursed for one (1) phone call home on the first day of travel and every other day for a five (5) to ten (10) minute call or similar amount over the travel period. When authorized by the agency, employees will be provided access to state phone cards or state phone card numbers. When state phone cards are not available or the employee does not charge the call to his/her hotel room, employees shall provide receipts. Personal telephone bills reflecting the eligible calls made during travel status can serve as a receipt.

## Mileage

- .118 PRIVATE VEHICLE MILEAGE.** Private vehicle mileage reimbursement is allowed for travel on official state business based on the most direct route as follows:
- (a) Between a traveler's primary work station and a temporary work station;
  - (b) Between a traveler's primary work station and another primary work station;
  - (c) Between a traveler's residence and a temporary work station (less an amount for commuting mileage);
  - (d) Between temporary work stations;

Commuting mileage will be based on no more than one round trip to work station per day.

See Appendix B for examples and definitions.

Local travel for official purposes while at a temporary work station is reimbursable and includes transportation between places of official business, temporary lodging, restaurants and similar establishments as required for the subsistence, comfort, recreation or health of personnel.

## Transportation Methods

- .119 AUTHORIZATION OF TRANSPORTATION METHOD REQUIRED.** The method of transportation must be authorized either verbally or in writing (in writing for the request to use a personal vehicle on state business) in advance by the agency director or designee. When alternate, more costly methods of transportation are considered, the traveler will be reimbursed at the least cost to the state. This provision does not provide justification for using a private vehicle for state business rather than a state owned vehicle. Private vehicle usage is subject to the restrictions and uses as stated in Statewide Fleet Management Policy ([Policy No. 107-009-040](#)) for state vehicles; private vehicles can only be used for state business in accordance with the criteria in the Statewide Fleet Management Policy. The Statewide Travel Policy stipulates the reimbursement rate for private vehicle mileage (see Appendix A). Private specialty vehicles, including motorcycles, and private

including motorcycles, and private off-road vehicles shall not be used for state business except to the extent that an agency determines that necessary state business cannot reasonably be accomplished without the use of the particular private vehicle. Vehicle Use Reference: OAR State Vehicle Use and Access:

[http://arcweb.sos.state.or.us/rules/OARS\\_100/OAR\\_125/125\\_155.html](http://arcweb.sos.state.or.us/rules/OARS_100/OAR_125/125_155.html)

- .120 **USE OF THE MOST DIRECT ROUTE.** Distances between points traveled will be as shown in standard highway mileage guides, in the Department of Transportation's official mileage table or by odometer readings. MapQuest and other mapping software are acceptable mileage guides. Any substantial deviations between odometer readings and mileage guides and any deviations from the usual route must be satisfactorily explained.
- .121 **AIRLINE TICKET PURCHASES.** Refer to appropriate price agreements. All personnel shall fly coach class regardless of funding source unless the difference is paid from the traveler's personal funds
- .122 **USE OF RENTED VEHICLE.** Vehicle rental fees are reimbursable. Drivers must have a valid current driver's license for the class of vehicle driven. State personnel will normally rent compact or compact-size economy vehicles. Refer to DAS Risk Management for insurance information on rented vehicles. Refer to appropriate price agreement.
- .123 **COMBINING PERSONAL TRAVEL WITH STATE BUSINESS TRAVEL.** For in-state and out-of-state trips that combine personal travel with state business travel, reimbursement will not exceed the amount of what it would have cost the state if the traveler did not combine personal travel with business travel. Combining state travel with personal travel does not in and of itself provide justification for using a private vehicle rather than a state-owned vehicle. Private vehicle usage is subject to the restrictions and uses as stated in Statewide Fleet Management [Policy No. 107-009-040](#). Payment will be made for only the period during which personnel would have been in travel status on official state business. No payment will be made for vacation days.

For out-of-state trips between points where scheduled airline service is available and where personnel are combining official state travel with a holiday, weekend trip, vacation or other personal travel, payment will be based on the cost of round-trip coach airfare and the meal and lodging per diems to which personnel would have been entitled while traveling by air or by the least expensive reasonable means of travel. Mileage to and from the air terminal normal to the departure may also be allowed.

When combining personal travel and state business travel, baggage and luggage fees should be allocated accordingly and be reasonable under the circumstances.

Agencies must ensure that employees combining business and personal travel are well informed and cautioned that substituting non-refundable airfares for fully refundable city pair airfares may result in a liability to the employee, should the reason for the business travel be cancelled. Furthermore, agencies must always use the state's contracted airfare provider for all business-related air travel even when combining personal business with state business. If the contracted provider cannot meet the needs of the traveler or the agency, the agency must follow the appropriate contract-release procedures. Employees leaving on vacation prior to the business event will become responsible for all costs should the business event be canceled at a point that all reservations could have been canceled resulting in no cost to the agency.

### **Provisions for Elected Officials and Members of Boards and Commissions**

- .124 Elected officials are encouraged to use per diems for meals and lodging, but may opt to claim reimbursement for actual and necessary travel expenses incurred in the performance of official state duties. Except as otherwise provided by law, members of state boards and commissions, including those individuals employed in full-time public service, may receive reimbursement for actual and necessary travel expenses incurred in the performance of official state duties. Gratuities are permissible if reasonable and not excessive and need to be documented on the

receipt. When meal per diem allowance is provided in lieu of actual expenses, gratuities are not separately reimbursed.

### **Provisions for Authorized Non-State Individuals Including Volunteers**

- .125** Agencies may authorize payment, either directly or indirectly, for costs of meals, lodging and transportation for authorized non-state individuals, including volunteers, even when there is no overnight stay. Payments for travel expenses must be authorized in advance in writing, unless the non-state individual has previously been approved to travel by virtue of an approved description of job duties that include travel. Examples of non-state individuals are a member of a state advisory committee, an intern, an agency volunteer, a job applicant, or a student traveling on official state business.

Authorized non-state individuals are usually paid based on per diem rates, but in unusual circumstances, the agency may reimburse actual and necessary expenses. All reimbursements for actual and necessary expenses will require receipts.

In the case of volunteers, the cost of meals where there is no overnight stay and no official state business meeting (see .112) is reportable as income.

Regarding the mileage rate for volunteers, the IRS has stated that as long as volunteers are being reimbursed under an accountable plan, they can receive up to the current federal mileage reimbursement rate.

**PERSONAL SERVICE CONTRACTORS.** If an agency chooses to reimburse travel expenses as part of the compensation to a personal service contractor, there must be a provision in the personal service contract establishing rates for travel reimbursement, provided the authorized travel occurs. Requirements of this policy, or more stringent agency requirements, must govern any travel reimbursements to personal service contractors. See Oregon Administrative Rules on Personal Service Contracting, Chapter 125.

[http://www.sos.state.or.us/archives/rules/OARS\\_100/OAR\\_125/125\\_tofc.html](http://www.sos.state.or.us/archives/rules/OARS_100/OAR_125/125_tofc.html)

### **Travel Expenses Paid or Reimbursed By Outside Entity**

- .126** Agencies are charged with the responsibility of scrutinizing travel paid or reimbursed by outside sources to ensure that the travel is in line with the agency's mission, that the offer does not conflict with [ORS 244.040](#), and that the travel does not constitute luxurious travel. Such travel must be approved by the agency head or designee. In the case of an agency head, travel being paid or reimbursed by outside sources must be approved by the agency head's immediate supervisor or by the agency deputy director or CFO. Outside sources are entities outside of state government. (See .128 for Travel Involving Two State Agencies.)

Personnel are not allowed to receive travel expense reimbursement directly from outside sources for travel that occurs while on official state travel status. Payment must be made to the agency or to travel vendors.

Certain federal agencies reimburse travel exclusively via ACH transactions to the bank account of the traveler. If an employee receives an ACH deposit directly to their account, the employee is required to remit a check to the state for the amount of the deposit and provide documentation of the amount transferred to them. The employee is then reimbursed per state policies. State agencies are required to make a proper accounting of these transactions on the state's accounting system to reflect appropriate expenditures, revenues, and to demonstrate budgetary compliance. Agencies may allow pay advances to employees who are waiting for reimbursement of any personal funds used for federally sponsored travel. The pay advance may be approved by the agency at any time during the process.

In addition to travel reimbursed by outside sources directly to the state or the employee, state travel may also be paid by outside sources directly to travel vendors. The federal government is

presumed to be an outside source whose invitation and payment of travel to travel vendors does not conflict with ORS 244.040.

If an outside vendor, including the federal government, is making the travel arrangements and purchasing the airfare without the involvement of state funds, there is no violation of the state's airfare contract.

- .127 RECORD OF EXPENSES AND REVENUES.** Agencies are to record all travel expenses paid by the agency even when reimbursements are received from outside sources, including the federal government, against appropriate legislative appropriations/limitations. However, when travel expenses are paid directly to vendors by outside sources (not paid by the agency), such expenses are not recorded in the agency's accounting records.

Agencies are to record all travel reimbursements received from outside sources as revenues and deposit moneys received in miscellaneous receipts. Reduction of expense should only be considered when doing so meets the guidelines and expected results as outlined in the reduction of expense policy ([OAM 20.40.00.PO](#)).

### Travel Involving Two State Agencies

- .128** When an employee of one agency (Agency A) travels on official state business for another agency (Agency B), the employee's travel claim shall be approved by both agencies, but the reimbursement to the employee will be processed by the employing agency (Agency A). This process will allow the employing agency to properly handle any taxability issues, will result in only one agency initially recording the travel expenses, and will reduce the possibility that the travel claim could be erroneously processed in duplicate. Agency A may seek reimbursement from Agency B for the travel expenses. This reimbursement must be recorded as a reduction of expense. Agencies should coordinate for accurate processing of the reimbursement transaction. This provision does not apply to situations involving federal grants where federal funds are moving between two agencies, which must be accounted for in accordance with OAM Policy [15.42.00.PO](#), Federal Grants (see .105 of [OAM 15.42.00.PR](#)).

### Receipt Requirements

- .129 MEALS AND LODGING.** Receipts for lodging and taxes are required.

Receipts for meals are not required when the traveler is claiming per diem.

Receipts for meals are required under the following conditions: conference exceptions as described in .112, elected officials and members of boards and commissions as described in .124, non-state individuals including volunteers as described in .125.

- .130 OTHER RECEIPT REQUIREMENTS.** Receipts are required for other travel expenses that individually exceed \$25. Credit card receipts are valid provided they contain complete details of the purchase. When any receipt is unavailable or lost, a written statement is required, signed by the claimant providing the reason(s).

**Supplies** - Any expenses claimed by the employee for purchases (i.e. supplies) on the travel claim form must be accompanied by a receipt regardless of the amount. Agencies should encourage employees to become familiar with price agreements and not purchase supplies that are available on price agreement.

**Phone** - Receipts are required for all phone reimbursements. Official local or long distance business phone calls are a reimbursable expense. Any associated hotel access charges are also reimbursable. Receipts should show the date of the phone call, minutes used, and cost.

**Personal cell phone** - Reimbursement for personal cell phones for official business use while on travel status is permitted with documentation showing date and minutes of business call and

appropriate computation of the cost per minute calculated by any method that results in the lowest cost per minute to the state.

**Baggage and luggage fees** - Baggage and luggage fees are a reimbursable expense. Agencies and travelers should consider the extra fees charged by the airlines prior to making their travel arrangements and plan accordingly. When combining personal travel and state business travel, baggage and luggage fees should be allocated accordingly and be reasonable under the circumstances.

### Overpayments

- .131 When any employee receives a payment of any travel expense that exceeds any amount authorized by this policy, or arranges for travel for another person in any manner that does not comply with this policy, the head of the employee's agency shall collect or recover from the employee the amount of payment for travel that exceeds the amount authorized by this policy.
- .132 When any agency head receives a payment of any travel expense that exceeds any amount authorized by this policy, or arranges for travel for another person in any manner that does not comply with this policy, the Director of the Department of Administrative Services may collect or recover from the employee the amount of payment for travel that exceeds the amount authorized by this policy.

### Travel Expense Detail Sheet

- .133 **EXPENSE SHEET REQUIRED.** The travel expense claim form must contain the following elements: official work station, specific reason for travel, and date of travel including departure and return times. The form must include the official travel award disclosure block as well as the instructions for completing that information. A sample Travel Expense Detail Sheet form that agencies may use as a guide is [75.40.01.FO](#).

The explanation for the travel must demonstrate a direct relationship to the agency's business. Expense accounts are to be properly itemized on the form, signed by the traveler and approved by the authorizing supervisor or manager. Although employees are allowed to share lodging as described in .115 and to have that expense reimbursed entirely to one employee, agencies are not allowed to reimburse an employee for other types of unauthorized expenses incurred by a separate employee.

- .134 **TIMELY SUBMISSION OF TRAVEL EXPENSE REIMBURSEMENT REQUESTS.** Travel reimbursements should be submitted for approval on a timely basis in accordance with [OAM 20.30.00.PO](#) to accommodate proper biennial expenditure recognition. Agencies are encouraged to set their own internal deadlines to accommodate other periodic reporting (fiscal year end, federal fiscal year end, etc.).

### Travel Advances

- .135 For information about travel advances, refer to [OAM 40.20.00.PO](#), Travel Advances and Corporate Travel Card.

### Travel Awards

- .136 State agencies must comply with the provisions of Oregon Revised Statute (ORS) chapter 292. [ORS 292.230](#) states that agencies are required to monitor the earning and use of frequent flyer miles or other travel award benefits earned by employees while conducting official state business travel. Flights using the contracted "city pair" tickets do not earn mileage awards.

Any travel award earned during official state business travel becomes the property of the state of Oregon and must be used only to reduce the cost of future state travel. 'Travel award' means any object of value awarded by a business providing commercial transportation or lodging which can

be used to reduce travel costs. Travel awards include, but are not limited to airline frequent flyer miles and hotel or car rental customer award bonuses, points, free rental days or hotel stays. Travel awards also include airline flight segment certificates or dollar bonuses that are offered to a traveler who is voluntarily or involuntarily bumped from an oversold flight. Similar inconvenienced customer rewards offered by hotel or car rental agencies shall also become property of the state.

The official Travel Expense Detail Sheet (Form [75.40.01.FO](#)) contains a travel award disclosure block and accompanying instructions for the completion of that block. Agencies must use either the Travel Expense Detail Sheet or incorporate the exact travel award disclosure block and instructions into their own version of the Travel Expense Detail Sheet. Agencies shall ensure that travel reimbursements are made only when the traveler completes the travel award disclosure.

Further, employees who have indicated on their Travel Expense Detail Sheet that travel awards were or will be accepted must accompany the expense reimbursement request with a report disclosing all travel award activity resulting from that travel. Agencies may use the Form [75.40.02.FO](#) or create their own form as long as it includes all of the components in the form. Agencies must ensure that travel reimbursements are not made without the travel award activity report.

Agencies shall create a database or other method of accounting for all travel awards as reported by their employees. Agencies shall review balance accumulations periodically to determine if any balances are at a level that would allow for redemption. Agencies shall notify each employee holding a redeemable award balance that the balance must be redeemed for the next business travel event.

Agencies shall file an annual report to DAS State Controller's Division disclosing the travel awards that were captured and redeemed to lower the cost of business travel. The reporting period is the calendar year and the report must be submitted no later than April 1 of the following year. The report may be in a letter format detailing the specific travel award(s) used and the approximate dollar value of the award(s). The report must summarize the total cost savings to the agency for the calendar year. The agency head shall sign the report. The report must be submitted whether or not travel awards were earned or redeemed during the reporting period.

Agencies should be fully prepared to share information about employee award balances in the case of employees transferring to other agencies. Agencies must maintain documentation, records and reports related to the tracking and disclosure of travel awards for three years.

Travel awards may not be used to upgrade airline tickets, hotel accommodations, car rentals, or any other travel accommodations except to pay for travel expenses related to official state business. The use of travel awards obtained while conducting state business for personal travel constitutes personal gain from state employment and violates [ORS 244.040](#). The Department of Administrative Services may periodically audit state agency efforts to monitor the use of accrued mileage awards. The use of state owned airline frequent flyer miles or other travel awards for personal use constitutes fraud and will result in the state recovering the fair value of the fraudulent use of state resources and the employee may be subject to disciplinary actions up to and including dismissal.

State employees choosing to use a personal credit card to pay for official state travel expenses must adhere to the Oregon Government Standards and Practices Commission's Advisory Opinion 01A-1006. That opinion states that using benefits earned from the use of a personal credit card that offers incentives such as cash rebates, frequent flyer miles or other benefits based upon the dollar amount of purchases made, violates ORS 244.040(1)(a) which prevents public officials from using their position or office to obtain personal financial gain.

# APPENDIX A

## PER DIEM RATES, MILEAGE RATES, AND MILEAGE CHART

### LODGING AND MEAL PER DIEM

Payment to individuals on overnight travel status issued to cover meals and commercial lodging will be based on per diem rates of the United States General Services Administration (GSA). **Effective October 1, 2009, the standard rate is \$70 for lodging and \$46 for meals.**

The non-commercial lodging per diem is described in paragraph .116. The current non-commercial lodging per diem is \$25.

Go to the link below to view the standard rate for continental United States (CONUS) rate and rates for locations that are paid above the CONUS rate.

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2010&contentType=GSA\\_BASIC&contentId=17943&queryState=Oregon&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2010&contentType=GSA_BASIC&contentId=17943&queryState=Oregon&noc=T)

Per diems for Alaska, Hawaii, and U.S. Territories and Possessions can be found at this U.S. Department of Defense website: <http://perdiem.hqda.pentagon.mil/perdiem/perdiemrates.html>. Lodging taxes are not included in these rates.

International per diems can be found at this U.S. Department of State website: [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp). Lodging taxes are included in these rates.

### PRIVATE TRANSPORTATION MILEAGE RATE

**Effective 1/1/2010, reimbursement for private vehicle mileage is \$.50 per mile.** The state mileage rate mirrors the GSA federal rate and changes automatically when the federal rate changes. Passengers in a private vehicle are not entitled to mileage reimbursement. Although the state follows the mileage rate set by the GSA, the state does not allow for more than one mileage reimbursement rate. If the agency has determined, through application of the Fleet Management Policy, that an employee may use his or her own vehicle for state business, then the employee is reimbursed the full GSA rate in effect at that time. The state does not use a graduated scale for other vehicle reimbursement possibilities.

**Effective 1/1/2010, expense reimbursement for privately owned aircraft is \$1.29 per nautical mile.** At the discretion of the agency's authorized official, use of a privately owned aircraft may be authorized for the benefit of the agency or for the benefit of personnel. Agencies must comply with DAS Risk Management Policy 125-7-301 before authorizing the use of private aircraft.

### MILEAGE CHART

Follow the link below for the mileage chart for selected cities in Oregon: [http://egov.oregon.gov/ODOT/TD/asset\\_mgmt/docs/OTMS/MileageChart.pdf](http://egov.oregon.gov/ODOT/TD/asset_mgmt/docs/OTMS/MileageChart.pdf)

## APPENDIX B MILEAGE REIMBURSEMENT EXAMPLES

The following are examples that depict situations in which an agency may consider an employee's personal vehicle mileage a business expense and the transportation expenses reimbursable, versus personal commuting and the transportation expenses not reimbursable.

### Quick examples:

#### Reimbursable state business

- An employee with one or more primary work stations drives from his/her residence to a temporary work station and returns to his/her residence [Note: the agency will deduct from the total business miles for that day an amount equal to the commuting miles (roundtrip) between the residence and the primary work station].
- An employee drives from his/her primary work station to a temporary work station
- An employee drives between temporary work stations
- An employee works at two places in one day and drives between work stations

#### Non reimbursable personal commuting

- An employee drives from his/her residence to his/her primary work station(s).
- An employee drives from his/her residence to his/her primary work station on the weekend.

### Comprehensive examples:

#### State business versus commuting

(1) An employee's residence is in Salem but he/she works in Portland. The employee's normal commute mileage is 90 miles roundtrip (RT). The employee leaves in the morning from his/her residence to attend a meeting in Woodburn and return to Salem. The total distance travelled is 40 miles RT. Because the normal commute miles from Salem to Portland are longer than the distance from Salem to Woodburn, the employee is not reimbursed for the mileage. Under the same scenario, if the meeting is in Albany and the employee travels a total of 50 miles RT, he/she would still not be entitled to a reimbursement. The *direction* of the temporary work station from the primary work station is not factored into the reimbursement. The normal commute miles must always be subtracted when an employee travels from their residence to a temporary work station.

(2) An employee drives from his/her home in Portland to his/her primary work station in Salem. In the afternoon he/she drives to McMinnville to deliver papers at a satellite office and returns to his/her residence.

The trip between the employee's residence and primary work station in Salem is personal commuting and not reimbursed. Reimbursement for the travel from the primary work station to the temporary work station in McMinnville and the return trip to the residence is reimbursed, less an amount equal to the commute miles (one way) between the residence and primary work station in Salem.

(3) An employee travels from his/her residence to a temporary work station for the day, driving past his/her primary work station on the way. Is the reimbursement for the mileage from the residence to the temporary work station reimbursable, or is it limited to the distance from the primary work station if it is less?

Reimbursements for transportation for the mileage between the residence and the temporary work station may be reimbursed, less an amount equal to the commute miles (round trip) between the residence and primary work station.

### **Business Miles versus Commuting Miles**

Residence: the place where you personally reside. Mileage between your home and your primary work station is a personal commuting expense.

Primary work station: Your regular or primary work station or work location.

Temporary work station: a place where your work assignment is realistically expected to last (and does last) one year or less. A temporary work station would also include meeting sites held away from the primary work station.