



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Travel	AUTHORIZED BY:
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ISSUED: April 1, 1996	REVISED:

OA DEPARTMENTAL TRAVEL POLICY

I. General Statement

Rule 18 of the State of Missouri Travel Regulations authorizes department directors to “promulgate and enforce” more restrictive rules governing travel for their department’s employees. This policy is being implemented to insure consistency in the application of rules, and to best serve the requirements of the State when reimbursing Office of Administration employees for travel expenditures.

II. Reimbursement Guidelines

- A. Out of state travel authorization forms must be approved by the applicable division director (agency head). This approval can not be delegated. A copy of the applicable seminar/conference schedule must be attached to the form. The out of state travel authorization forms should be sent from the agency to Staff Services, where it will be pre-audited and sent to the Deputy Commissioner of Administration for final approval.
- B. When traveling out of state, lodging and meal expenses eligible for reimbursement can be incurred no earlier than 24 hours prior to the start of, or no later than 24 hours after the conclusion of, the out of state business. When the business ends prior to/at 12:00 noon, lodging and meal expenses eligible for reimbursement can be incurred no later than that business day.

Employees may be reimbursed for hotel, meals, and parking charges outside of the eligible expense reimbursement time frame if it can be demonstrated that the State will realize a cost savings by allowing additional travel time. This situation will usually occur when a discounted airline ticket is purchased that requires departure on a weekend. These cost savings must be documented/justified on the out of state travel authorization form.

- C. Use of a rental car must be documented/justified on the out of state travel authorization form, or on a monthly expense account form if the rental was for in-state use. Out of state rental car expenses will not be reimbursed unless an employee, to conduct state business, must visit multiple business sites at the destination. The model of car rented, if approved, will be reviewed for appropriateness.
- D. Two-for one; buy one, get one free; or other discounted airline ticket reimbursements cannot exceed regular coach fare for one traveler. These reimbursement requests will be reviewed on a case-by-case basis. It is recommended that the agency/employee obtain a statement from the airline vendor that the ticket price does not exceed single coach fare.
- E. Any exceptions to the State or departmental travel policies must be requested in writing by the division director (agency head). Exception requests should be sent to the Division of Accounting’s Staff Services’ Manager, who will obtain approval from the Deputy Commissioner. If approved, a copy of the approval memorandum must be attached to any requests for reimbursement submitted to the Division of Accounting.