

SAM—TRAVEL

PER DIEM ALLOWANCES

0720

(Revised 9/07)

DPA Rules and MOU's provide for the reimbursement of actual and necessary out-of-pocket expenses while traveling on State business. Limits exist for each expense type (e.g., lunch, mileage, hotel, etc.). These limits help employees plan trips within agency and personal budgets.

Employees who claim the allowable rate without submitting receipts with their travel expense claims should retain their receipts in order to substantiate out-of-pocket expenses in the event of an audit by the State or the IRS. Contact your department's accounting office for your department's policy as it relates to the submission of receipts.