

## **SAM—TRAVEL**

### **RETURN OF DECEASED EMPLOYEES TO HEADQUARTERS OR PLACE OF BURIAL**

**0772**

(Revised 9/07)

DPA Rules allow payment of transportation expenses necessary to return the remains of agents, officers or employees who die while traveling on official State business. Reimbursement is for return to the employee's headquarters or the place of burial in the State, whichever is least costly. DPA Rules 599.636 and 599.636.1 lists expenses normally allowed. Agencies will contact the estate of the employee, in writing, and detail the allowances and procedures for claiming them. Agencies may contact the local funeral home selected by the estate to arrange shipment in the least costly manner to the State. DPA may grant exceptions to DPA Rules 599.636 and 599.636.1.