

SAM-TRAVEL

SHORT-TERM TRAVEL

0721

(Revised 9/07)

Employees on travel status for more than one 24-hour period and less than 31 consecutive days may claim per diem for each 24 hours of travel. Expenses for partial days after the 24 hours may be claimed.

Employees on travel status for less than 24 hours may claim lodging expenses, if this applies, and breakfast or dinner. No lunch or incidental allowance is paid when employees are on travel status for less than 24 hours. Expenses must be incurred at least 50 miles from headquarters. This distance from the headquarters is the normal commute distance determined by the most direct route. Sometimes one route of travel may be a greater distance but is the more reasonable commute. For example, taking a freeway route instead of congested surface streets is more reasonable. The freeway miles may be greater but because it is more efficient the freeway miles are used to determine the distance.

Lodging and Meal Allowance Reimbursements

The following defines conditions for payment.

1. **In-State Lodging/Meal Allowance.** Per diem and lodging expenses will be reimbursed in the amount of actual expenses, supported by a receipt, up to the maximum rates as identified in the DPA Rules and current applicable MOU. Each item of expense of \$25.00 or more requires a receipt; receipts may be required for items of expense that are less than \$25.00..
2. **Out-of-State Lodging/Meal Allowance.** Reimbursement is made for actual lodging expense, supported by a receipt. Meals and incidentals will be reimbursed at in-State rates. Failure to furnish lodging receipts will limit reimbursement to meals and incidentals at the in-State rates.
3. **Out-of-Country Lodging/Meal Allowance.** Reimbursement will be made for actual lodging, supported by a receipt. Meals/incidentals will be reimbursed according to the Maximum Per Diem Allowances for Foreign Areas, Section 925, U.S. Department of State Standardized Regulations and the meal/incidental breakdown in Federal Travel Regulation Chapter 301, Travel Allowances, Appendix B.

Employees who receive a meal as part of State travel must reduce their per diem claim by the cost for that meal. For non-represented employees, see DPA Rule 599.619(a)(5) for guidance.

Time Frames for Meal Allowances

Time frames for payment for meals are outlined in Appendix AF-1.