Any travel that is conducted using State Funding must follow these steps:

Step 1
- Plan your trip.
- Get approximate cost for trip. Include travel, accommodations and meals.
- Complete Travel Approval Request
- Get form approved by your supervisor.
- Submit Travel Approval Request to SVP for approval.

Step 2
- Register for the Conference/Meeting
  - Option 1 – Use a personal credit card and get reimbursed when Travel Voucher is processed after completion of travel.
  - Option 2 – Create a requisition and send it to Procurement for processing. If prepayment is required, you must include an alternative person to attend.

  **The State discourages pre-payments.**

Step 3
- Book your Air or Rail Travel using the CTA, (Central Travel Account).
- When Travel Confirmation is received, attach a copy of itinerary and the approved Travel Approval Request to a requisition.
- The requisition should reference CTA as the vendor. The description should reference the traveler’s name.
- All approved requisitions should be forwarded to the Travel Coordinator by the 22nd of each month.

Step 4
- Book your accommodations.
  - Option 1 – Create a requisition and send to Procurement to issue a State Purchase Order.
  - Option 2 – Pay by a personal credit card and get reimbursed when the Travel Voucher is processed.
Step 5
• Attend Conference/Meeting

Step 6
• When traveling on State Business:
  – You only get reimbursed up to the Daily Meals Per Diem rate.
  – You only get reimbursed for breakfast and dinner. (Please refer to the Reimbursement Rate/Per Diem Rates found on the DMC WEB site under the Finance Division, Forms/Links Page.)
  – Reimbursement for meals is also dependent on travel times, so they must be indicated on your Travel Voucher.
  – If your meals are included in the Conference Fee, you do not get a meal allowance.

Step 7
• Submit your Travel Voucher within 60 Days of your travel and attach:
  – Conference Information (e.g. brochure).
  – Completed Registration Application.
  – Receipts for Accommodations, Vehicle, Tolls, Cab Fare, etc.
  – Justification Letters if needed.
  – Statement of Automobile Travel (if using personal vehicle).
  – Valid Budget Code, Your Signature and Approval Signature.

Reimbursements will be processed within 30 days from date received in Accounts Payable.