



February 16, 2007

Bulletin # 07-15

RE: State Travel

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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 22<sup>nd</sup> 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.

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