

- Reimbursement for internet access and hotel business center, telephone and facsimiles must be fully explained and included in supporting documentation.

### TRAVEL VOUCHER CHECKLIST

Direct deposit for travel expense reimbursement via REDI (Remittance Electronic Data Interchange) is **mandatory** for anyone who travels more than twice a year.

To receive reimbursement the following must be included in the space provided on **the TRAVEL EXPENSE VOUCHER and submitted to supervisor for approval within 10 working days but no more than 30 days.**

- Each day's expenses are shown separately
- Name and address of traveler
- Check the applicable category regarding personal vehicle use statement
- Signature of traveler and date signed
- Signature of traveler's supervisor and date signed
- Column 1—Date(s) of travel
- Column 2—Origin location and destination each travel day. If toll charges are claimed, state name of toll road. If reimbursement for shared lodging is claimed, state name of roommate. If claiming M&IE show meals provided. **EXPLAIN ALL CHARGES.**
- Column 3—record total mileage claimed each day of travel
- Column 4—record total amount claimed for mileage and public transportation. **AN ORIGINAL RECEIPT MUST BE ATTACHED FOR PUBLIC TRANSPORTATION COSTS.**
- Column 5—record total for rental car or other automotive expenses
- Column 6—record the amount for each meal in accordance with the applicable M&IE Table

- Column 7—record the total cost of lodging, including taxes (up to the maximum allowance) **AN ORIGINAL RECEIPT MUST BE ATTACHED.**
- Column 8— record claimed expenses not recorded in other columns, such as registration charges.
- Calculate and record totals.
- "Purpose of Trip" box—check applicable category and provide appropriate explanatory information.
- When claiming an overtime meal, include normal work hours and departure and return times.
- When appropriate, a copy of the approval travel approval request form must accompany each travel voucher submitted for processing.
- Complete coding to include expenditure codes; cost code/ program/subprogram code; fund and project code.

### MEALS AND INCIDENTAL TRAVEL EXPENSES\*

IN-STATE Location City – (Surrounding Areas)	Lodging Rate Excludes taxes and sur-charges	Meals and Incidental Expense (M&IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
<b>STANDARD</b> →	<b>\$91</b>	<b>\$51</b>
<b>EXCEPTIONS</b> ↓		
Abingdon (Washington County)	101	69
Blacksburg (Montgomery County)	101	59
Charlottesville (Albemarle & Greene Counties)	126	69
Fredericksburg ( Spotsylvania, Stafford, & Caroline Counties)	91	51
Loudoun County	97	59
Lynchburg (Campbell County)	96	59
Richmond (City Limits)	143	64
Roanoke (City Limits)	107	59
Virginia Beach (10/1-5/31)	99	59
Virginia Beach (6/1-8/31)	185	59
Virginia Beach (9/1-9/30)	99	59

Wallops Island (Accomack County) (10/1-6/30)	103	64
Wallops Island (Accomack County) (7/1-8/31)	184	64
Wallops Island (Accomack County) (9/1-9/30)	103	64
Warrenton (Fauquier County)	94	59
Williamsburg (James City & York Counties) (10/1 – 3/31)	91	64
Williamsburg (James City & York Counties) (3/1 – 8/31)	104	64
Williamsburg (James City & York Counties) (9/1 – 9/30)	91	64

Washington, DC includes: Cities of Alexandria, Falls Church and Fairfax. Virginia Counties of: Arlington; Fairfax; and Maryland counties of Montgomery and Prince Georges.

Cities have multiple rates for different time periods. \* See travel regulations for a more comprehensive listing of all in-state and out of state exceptions.

If travel location is not listed standard rate must be used.

OUT-OF-STATE Location City – (Surrounding Areas)	Lodging Rate Excludes taxes and sur-charges	Meals and Incidental Expense (M&IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
<b>STANDARD</b> →	<b>\$89</b>	<b>\$51</b>
<b>EXCEPTIONS</b> ↓		
Annapolis, MD	126	69
Baltimore, MD (10/1 – 11/30)	159	69
Baltimore, MD (12/1 – 2/28)	122	69
Baltimore, MD (3/1 – 8/31)	140	69
Baltimore, MD (9/1 – 9/30)	159	69
Baltimore County, MD	101	59
Washington, DC (1) (10/1-10/31)	231	69
Washington, DC (1) (11/1-2/28)	182	69
Washington, DC (1) (3/1-6/30)	242	69
Washington, DC (1) (7/1-8/31)	172	69
Washington, DC (1) (9/1-9/30)	231	69

The above is not a complete list. Please use the per diem calculator to find the rates for your specific location of travel.



## COMMONWEALTH OF VIRGINIA

### POCKET TRAVEL GUIDE

Effective  
October 2016

For questions regarding travel regulations contact:  
**Pam Landrum**  
Division of Finance  
804-786-2123  
pam.landrum@dcr.virginia.gov

Copies of the pocket guide and other travel documents can be found at:

<https://agency.share.virginia.gov/sites/dcr>  
(Finance—Forms & Templates)

# Travel Authorization Request

- The Travel Authorization Form must be completed **in advance** and approved by the Agency Director or Designee if one or more of the following exist:
  - Travel cost estimates exceed \$500.00 **or** out-of-state. (Total costs include lodging, transportation, meal, conference registration, and any other travel costs or fees. Include baggage fee in cost estimate.)
  - Lodging rate exceeds the allowable standard rate. The approval limit is 50% over allowable rate.
  - Travel to a single destination involving 3 or more employees in which travel cost is incurred regardless of estimated total.
  - Travel to a single destination involving 5 or more employees for training purposes.
- In-state travel under \$500 requires travel authorization at the discretion of the Division Director.
- When applicable, a copy of the approved authorization **must** be attached to the Travel Expense Reimbursement Voucher.

## VEHICULAR TRANSPORTATION

- Use of state-owned vehicle or Enterprise is preferred when personal vehicle is not cost beneficial.
- Use of personal vehicle is cost beneficial when:
  - Occasional travel is planned for distances up to 100 miles per day. For overnight travel consider the average daily mileage over the length of the trip.
  - Travel after regular hours, such as an emergency call or when required to work non scheduled day.
  - Travel costs incurred to obtain a state vehicle or short-term vehicle exceeds the travel cost incurred using personal vehicle. Traveler must contact the

Agency Transportation Officer.

- When justified, mileage will be reimbursed at the current IRS rate. All other will be reimbursed at .24¢/mile.
- Use of personal vehicle for convenience will be paid at the lower rate.
- Use of state vehicle or Enterprise for out-of-state travel must be approved in advance by the Agency Transportation Officer.
- If leaving from home your usual daily commute miles must be deducted.

**NOTE: Employees going on a trip can take a state vehicle home the night preceding a trip and bring it back the morning following a trip.**

## PARKING AND TOLLS

- Original receipt must be attached to travel voucher if claim exceeds \$75.
- Reimbursement **must** be claimed as "other expense" on travel reimbursement voucher.

## PUBLIC TRANSPORTATION

- Tourist or coach class accommodations are required (premium coach class for air fare not reimbursable)
- Options available to staff for the purchase of air and rail tickets:
  - Personal charge card
  - Travel Card issued by DCR
  - Small Purchase Charge Card
- When paying for services via the internet the following documentation must be submitted.
  - Hardcopy of final page from internet site showing total cost and confirmed service.
  - Airline confirmation (boarding pass) and type of ticket purchased (coach).
  - Supporting documentation showing internet comparison rates (airfare).
  - Original receipt must be provided for reimbursement

of cost for local commuting by taxi, shuttle, and/or train, if more than \$75 per instance.

## LODGING

Reimbursement is equivalent to the lesser of actual costs incurred or the standard allowable rate listed (excluding local taxes and surcharges) on the applicable M&IE table. To determine correct rate use the hotel's physical address and not the billing address. **ORIGINAL RECEIPT MUST BE ATTACHED TO TRAVEL VOUCHER.** *For reservations made through the internet, the traveler must submit the "hardcopy final page" from the internet showing total cost and confirmed services.*

**NOTE: Options available for payment of lodging—personal charge card or Travel Card issued by DCR. Use of Small Purchase Charge Card is PROHIBITED unless specifically authorized by DCR policy.**

## LODGING EXCEPTION

Any request for a lodging exception must be justified and documentation attached to the travel pre-approval form and attached to the travel voucher.

## MEALS AND INCIDENTAL EXPENSE

- Reimbursable only if over night stay is involved.
- Reimbursement is reduced to 75% of the per diem listed in applicable M&IE Table for departure and return days

**M&IE Rate Table**  
See location for applicable M&IE Rate

Total	\$51	\$54	\$59	\$64	\$69	\$74
Breakfast	11	12	13	15	16	17
Lunch	12	13	15	16	17	18
Dinner	23	24	26	28	31	34
Incidental	5	5	5	5	5	5
75%	\$38.25	\$40.50	44.25	\$48.00	\$51.75	\$55.50

- Incidental paid for each traveling day. For departure and return days where meals are provided the incidental rate is \$3.75.
- M&IE includes tips, taxes, personal phone calls and transportation for meals
- The M&IE per diem must correspond to the location specified for overnight travel: Departure Day: where you spend the night. Return Day where you spent the night before returning to home base.

**NOTE: Lodging and M&IE reimbursable only while in travel status (outside 25 mile radius of official station).**

## OVERTIME MEALS

- Overtime meals may be reimbursed when work or travel time extends beyond normal scheduled work hours if: essential to agency mission; approved in advance by supervisor; at least two hours more than normal schedule are worked, and at least 10 hours in total.

IF...	Are worked or traveled AND the overtime occurs...	THEN an overtime meal allowance is...
2 or more overtime hours	during a normal workday	\$5.00 (\$7.50 if outside the official station)
5 or more overtime hours	on a Saturday, Sunday, holiday or an alternate work schedule day off	\$5.00 (\$7.50 if outside the official station)
10 or more overtime hours	on a Saturday, Sunday, holiday or an alternate work schedule day off	\$10.00 (\$15.00 if outside the official station)

- Normal work start or end time and overtime start/end time must be documented on reimbursement voucher.

## OTHER EXPENSES

- Registration fees related to conducting state business are reimbursable. **ORIGINAL RECEIPTS MUST BE ATTACHED TO TRAVEL VOUCHER.**