GENERAL MEAL AND LODGING GUIDE

Meals & Lodging

Travel reimbursement is not a per diem and is to be claimed for actual expenses for meals and lodging not to exceed the maximum allowable rates as listed in the Federal Travel Directory. The maximum must not be claimed unless the actual expenditures for such purposes equal or exceed the maximum allowable rate.

The only exception to exceed the maximum lodging rate shall be in those instances in which the hotel rate where the meeting or conference is held exceeds the maximum allowable lodging rate for that area. An exception to the daily limit for lodging must be approved by the Travel Administrator.

THERE ARE NO EXCEPTIONS TO THE MAXIMUM MEAL RATES.

Phone Calls

Phone calls shall be limited to official business and shall be stated as such on the Travel Reimbursement and supported by a receipt. Normally these charges are charged to your room and you should document on your hotel receipt the reason for the call.

Taxi/ Shuttle/ Rental Car

Taxi use is limited to official business only and should be supported by a receipt.

Airport shuttle should be supported by a receipt.

Car rental shall be limited to official business only and shall be allowed only for those occasions where it can be documented that this mode of travel is more economical than taxi, airport shuttle, etc. Any travel other than to and from airport and place of lodging, must be documented as official business before consideration for approval shall be given.

Any portion of car rental that is determined to be personal in nature will be the responsibility of the traveler and the state will not reimburse the employee for such expenses. Reimbursement for car rental insurance will be allowed if the vehicle is used for official business only. However, if the rental is determined to be for both official business and personal usage, the traveler will be responsible for the total car insurance amount.

Receipts

Receipts are required for all travel expenditures except meals.

Please note that travel reimbursement is NOT a per diem and is to be claimed for actual expenses for meals and lodging not to exceed the maximum allowable rates.

Supporting receipts are required in any instance where workshop materials or supplies are purchased.