

Lodging

- ✿ Lodging limits must follow the limits indicated in the CAPP Topic 20335, State Travel Regulation.
- ✿ Reimbursement for lodging is limited to actual expenses incurred up to the allowable amount as indicated in the CAPP Topic 20335.
- ✿ Department Head is authorized to approve reimbursement for lodging up to 150% over the guidelines when circumstances warrant. Proper justification and explanation **must** be attached and the approval must take place prior to travel status.
- ✿ Only the State Comptroller may approve lodging in excess of the 150% guidelines.
- ✿ Room sharing is permitted up to the lodging rate for one individual plus the cost of the additional person is all that is allowable.
- ✿ Direct Billing is allowed.
- ✿ Submit original itemized hotel bills obtained at time of checkout; showing a \$0 balance if you want to avoid proof of payment request.

Meals and Incidental Travel Expenses

- ✿ Meals and Incidental (M&IE) Travel Expenses must follow the limits indicated in the CAPP Topic 20335, State Travel Regulation.
- ✿ On travel departure or return day, 75% of the Meals per diem will be reimbursed. This reimbursement is based on:
 - o Departure day: where you spend the night
 - o Return day: where you spent the night before returning to home base.
- ✿ Meals and certain incidental travel expenses may be reimbursable on a per diem basis (not actual expenses) for overnight travel.
- ✿ *Miscellaneous expenses* that are not covered by the incidental fees and are reimbursable but receipts are required.
- ✿ The M&IE per diem must correspond to the location specified for the overnight lodging.
- ✿ Direct Billing is prohibited.
- ✿ When meals are provided at no cost in conjunction with travel events, the applicable M&IE per diem reimbursement amount shall be reduced by the applicable meal rate.

Business Meals

- ✿ Business Meals must follow the M&IE limits indicated in the CAPP Topic 20335, State Travel Regulation.
- ✿ Information that must be provided in order to receive reimbursement for a business meal:
 - o List the group affiliation and the reason for the meal.
 - o Identify the number of people fed and an explanation of any additional meals.
 - o Describe Meal Business Purpose
 - o Any amount over the per diem allowance must be authorized by the approver up to 50% above guidelines.
- ✿ Meals above the 150% of the applicable per diem rate are **prohibited** by regulation.
- ✿ Required itemized original receipts.
- ✿ Must use Non-Travel Business Meal form located in the AP Forms Library.

Transportation

- ✿ Employees are permitted to use their personal owned vehicles only when a contracted rental vehicle is not available or when the use of the POV is cost-beneficial to the agency.
- ✿ The Agency has the authority to reimburse at a lesser rate when an employee elects to use their personal vehicle as a matter of convenience.

Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally.

- * Employee must prepare Trip Calculator by visiting the WM procurement site to evaluate the most cost-beneficial mode to the Agency.
(<http://www.wm.edu/offices/procurement/services/travel/index.php>)
- * Public Transportation from place of lodging to restaurants is not allowed; only for official business.
- * Reimbursement for *first class* air or rail travel is prohibited.
- * Traveler must provide confirmation of expenses indicating the type of travel (coach, business class)
- * State employees must decline rental insurance.
- * Under no circumstance shall the traveler engage in fuel agreements with the rental car company prior to leaving the airport.

Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally.