

**Agency Policy Regarding Travel**

**0206.0**

**Agriculture's agency policy regarding travel is intended to meet the requirements of SAM, section 206.0. Should a discrepancy occur between the agency policy and SAM, SAM is the official authority.**

Definitions:

Official Station, Duty Station, Principal Station, and Designated Workstation all mean the location where the employee is stationed.

1. Hours & conditions during which an employee will be allowed to claim meals and incidental expenses

The following applies to both in-state & out-of-state travel:

- a. As of July 1, 2007, the Board of Examiners (BOE) has adopted the United States General Services Administration (GSA) rates for meals. The website address is [www.gsa.gov](http://www.gsa.gov), click on the "Per Diem Rates" for the most current rates and information.
- b. Breakfast allowance will be payable if the employee leaves the duty station at/or before 6:00 AM and is in travel status for four hours or more.
- c. Lunch allowance will be payable if the employee leaves the duty station at/or before 11:00 AM and is in travel status until 2:00 PM or later.
- d. Dinner allowance will be payable if the employee leaves the duty station at/or before 4:00 PM and is in travel status until 7:00 PM or later.
- e. Per all Agency Memorandum #2007-35, employees must be at least 50 miles (one-way) from their designated workstation prior to being eligible for reimbursement of per diem expenses.
- f. No reimbursement is allowed when a free meal or lodging is provided. If a continental breakfast is provided, the employee may still be reimbursed for breakfast.
- g. CAMP rate
  - i. This rate applies to employees in travel status that do not have access to a hotel and where lodging, such as a tent or a mobile camp trailer, is provided.
  - ii. The CAMP rate is 75 percent of the meals and incidental expense

(M&IE) rate on the first and last days of travel, and the full M&IE rate for the days between the first and last days of travel.

- h. The current GSA allowance for lodging and M&IE for the applicable destination must be used to prepare the travel claim.
- i. Incidental expenses
  - i. Employees must be in travel status for 12 hours or more to claim incidental expenses.
  - ii. Please refer to the GSA website: [www.gsa.gov/mie](http://www.gsa.gov/mie) for the current incidental expense rate.

2. Overnight lodging within 50 miles of principle stations

- a. If an employee is within fifty miles of the duty station or their home; overnight lodging will not be allowed, except for the following:
  - i. Inclement weather conditions or other acts of nature, which make traveling unsafe; or
  - ii. Late or early official meetings are required; or
  - iii. Individuals involved are conference hosts or staffing the conference.

3. Combining state business and personal travel

- a. Employees incorporating state and personal travel must demonstrate costs borne by the state are not increased by the personal travel. The employee will clearly delineate the state and personal charges when submitting a travel claim. If the charges are not clearly delineated, the claim will be returned to the employee for further clarification.

4. Out-of-State travel requests

- a. Out-of-state travel requests must be submitted to the Division of Administrative Services three weeks prior to the date of travel, or as soon as practicable, on a form prescribed by the Department of Agriculture.
- b. Out-of state travel must be approved by the Director or designee.

5. Employees traveling as members of non-state agencies

- a. Travel must be on state business, and approved in advance by the supervisor. A state employee serving on a board must be doing so as a representative of the state, not as an interested private individual. Travel costs, whenever possible, should be paid by the non-state agency. Reimbursement may only be claimed once for each expense.
  - i. When the non-state agency is paying for travel costs, no claims whatsoever are to be submitted through the state.
  - ii. If partial travel costs are being paid by the non-state agency, the normal travel claim process will be used. The amount of travel paid by the non-state agency will be clearly indicated on the travel claim, and deducted from the total, so that only the balance of the authorized claim is paid by the state.

6. Use of private aircraft

Prior to using a private aircraft for transportation, the employee-owner of the aircraft must have a current pilot license and also a signed hold harmless agreement between the employee-owner and the Department. Both documents must be on file with the Department of Agriculture, Division of Administrative Services. This employee-owner will be reimbursed at the current rate approved by the Board of Examiners. Employee-owners should inquire to the rate before using their aircraft. Also, this method of travel must be the least expensive method when other factors, such as total travel time, salary of the traveler, and the cost of alternate transportation are considered.

7. The conditions under which an employee will be allowed to claim mileage while using the employee's personal vehicle

- a. If there is no agency vehicle assigned to the employee, or the agency does not have a vehicle available for use, upon approval of the agency, the employee may use a personal vehicle for the convenience of the state. The cost of using

- a. A Motor Pool vehicle must also be considered prior to using a personal vehicle. The employee may claim the mileage rate approved by the Board of Examiners to use a personal vehicle for the convenience of the State.
- b. If there is an agency vehicle available to the employee, and the employee chooses to use a personal vehicle for the convenience of the employee, upon approval of the agency, the employee may claim the mileage rate approved by the Board of Examiners to use a personal vehicle for the convenience of the employee.