

<b>POLICY OF</b> <b>STATE OF DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b>	<b>POLICY NUMBER</b> 12.2	<b>PAGE NUMBER</b> 1 of 7
	<b>RELATED ACA STANDARDS:</b> NONE	
<b>CHAPTER:</b> 12 CENTRAL BUSINESS OFFICE	<b>SUBJECT:</b> TRAVEL POLICY	
<b>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</b> 		
<b>APPROVED FOR PUBLIC RELEASE:</b>		

**I. AUTHORITY:** 29 Del C. §6505 and §8903 (4)(5)(7); State of Delaware Budget and Accounting Policy Manual

**II. PURPOSE:** To provide guidelines and specific procedures for incurring and reporting authorized State business travel expenses for Department of Correction (DOC) employees.

**III. APPLICABILITY:** All Department employees.

**IV. DEFINITIONS:**

**PCard:** State-issued credit card required as method of payment for authorized travel.

**Travel/Training Request form:** Required approval form for DOC employee travel or training requests.

**Personal Expense Reimbursement form:** Required approval form for DOC employee personal expense reimbursement requests.

**V. POLICY:** To ensure compliance with the State travel guidelines detailed in the State of Delaware Budget and Accounting Policy Manual. This policy may not cover every possible situation, but it establishes adequate Departmental parameters to assist employees in making appropriate decisions relative to State travel. Travel requests must be submitted by the requesting employee on the DOC Travel/Training Request form and receive required approvals prior to arranging travel. In review of Travel/Training Request forms for approval, required approval authorities should verify, regardless of funding source, that the request is required for promotional growth or to enhance the overall knowledge or security of the Department.

**VI. PROCEDURES:** The DOC has established the following general procedures for its employees engaging in State travel and training. Prior to requesting approval for travel, employees are responsible for reviewing and adhering to the procedures outlined in this policy to ensure full compliance.

**A. Travel Authorization**

- 1. Travel Training Request Form:** Prior to making in-state or out-of-state travel arrangements, employees must accurately prepare the Department's [Travel/Training Request form](#), attach a copy of the conference, meeting or training program along with a screen print of the [GSA Per Diem rate](#) for the location, and obtain required approval signatures. Employees must complete all fields, include travel date ranges and identify the total breakdown of cost as accurately as possible. The expenses covered are detailed in sections C, D and E of this policy.

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2. **Modifications:** When a monetary or funding source change to the original approved request is needed, adjustments should be made to the original form and changes initialed by the approvers. If multiple adjustments are required, a new form should be prepared and resubmitted for approvals.

#### **B. Method of Payment**

The primary method of payment for travel expenses is the PCard. The PCard is to be used for authorized work-related travel expenses for DOC personnel only and **may not** be used to charge expenses for family members or others not on official State business. **Employees may not use the PCard to charge expenses for others, even with the intent to reimburse the State/Agency.** Employees must retain itemized receipts for all PCard transactions. A missing receipt affidavit is not an acceptable substitute for an itemized receipt and **will not** be accepted as sufficient supporting documentation. However, in extenuating circumstances and with the approval of the Department's Controller, the employee may request approval to complete a Missing Receipt Affidavit (AP005) for consideration. Transactions without approved supporting documentation will require State reimbursement.

#### **C. Transportation**

1. **General:** Transportation includes common carrier modes of travel such as: airlines, rails, buses, rental cars and passenger vehicles. The mode of travel selected must be the most advantageous to the State. The total cost, most economical use of time of the personnel involved and the requirements of the trip should be considered before approval is granted. Common carrier should be booked at the lowest available fare consistent with reasonable business travel planning and may be booked from any source. Employees should make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Employees may not specify a particular airline, rail/bus carrier or car rental to accumulate mileage or points for personal benefit.
2. **Air Travel:** When a commercial airline is the most appropriate mode of travel, accommodations must be coach/economy class unless another class is more economical. The employee should book the most direct route to the approved business travel location and should not select an indirect route for personal convenience. Carry-on and checked baggage fees assessed by airlines are approved travel expenses, if and only if the charges are directly related to the business mission. The employee is limited to one checked bag; additional bags must be preapproved on the Travel/Training Request form. The Department pays air travel expenses based on the most economical and direct route; additional expense shall be the responsibility of the employee.

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3. **Rail/Bus Travel:** When rail or bus is the most appropriate mode of travel, accommodations must be the most economical class and direct route. Indirect routes selected strictly for personal convenience is prohibited. The Department pays rail/bus travel expenses based on the most economical and direct route; additional expense shall be the responsibility of the employee.
4. **State-Owned Vehicles:** State-owned vehicles should be used for travel when such use is the most practical and economical mode of transportation. Specific procedures must be followed when refueling a Fleet-leased or DOC-owned vehicle as outlined:
  - a. **Fleet Vehicles:** Fleet vehicles are refueled using the FUELMAN card, and the cost of the fuel is included in the lease/rental fee. All Fleet vehicles are assigned a FUELMAN card, and the card is normally located in the key ring pocket.
  - b. **DOC Vehicles:** DOC vehicles are refueled also using the FUELMAN card, and the cost of the fuel is billed to the employee's budget unit. All DOC vehicles are assigned a FUELMAN card, and the card is normally located in the key ring pocket.

The FUELMAN card is only accepted at approved locations, and a current list is available at [www.fuelman.com](http://www.fuelman.com) or by phone at 1-800-FUELMAN. The PCard is not to be used to refuel Fleet or DOC vehicles unless there is an issue with the FUELMAN card being accepted at an approved location. A full written justification must be provided with the receipt if the PCard is used.

5. **Privately-Owned Vehicles:** The use of privately-owned vehicles requires prior approval and should only be used for travel when such use is the most practical and economical mode of transportation, not for convenience. Reimbursement for use of privately-owned vehicles for in-state travel is discouraged. However, the Department may allow for exceptions to the policy. In no case should the total reimbursement for in-state mileage on a single day exceed the Delaware Fleet Services' discounted daily rate for a Sedan. Board and Commission members are excluded from this provision. Additional expense shall be the responsibility of the employee.

When considering approval for the use of privately-owned vehicles, the required approval authority shall take into consideration the cost of alternative modes of travel and must consider the cost of meals and lodging for the additional travel/transit days. The lesser of the two shall be selected unless fully justified.

6. **Rental Vehicles:** The use of rental vehicles when traveling out-of-state must be justified as an economical need and not a personal convenience. All rentals must be at the most economical rate per day, including government rates. When traveling in groups, the sharing of vehicles, when practical, should be the practice to minimize costs. Additional expenses shall be the responsibility of the employee.

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- a. **Reservations:** To ensure the most cost effective rates are available, all approved rental vehicle arrangements must be made in accordance with the Statewide Contract for Nationwide Vehicle Rental Services, Contract #GSS13694-VEH\_RENTAL. [http://bidcondocs.delaware.gov/GSS/GSS\\_13694\\_AN1rev.pdf](http://bidcondocs.delaware.gov/GSS/GSS_13694_AN1rev.pdf)

Whenever possible, compact cars must be rented or reserved. However, if a larger vehicle is more economical or required, the larger vehicle may be rented or reserved with justification.

When reserving a rental vehicle, the PCard must be used. The use of the PCard provides collision and theft coverage from the credit card provider. To activate this coverage, the rental transaction must be completed with the PCard and the Collision Damage Waiver (CDW) coverage, offered by the rental company, must be declined.

- b. **Refueling:** To avoid a refueling surcharge, all rental vehicles must be refueled before returning the vehicle to the rental company. The PCard should be used to refuel a non-Fleet rental vehicle.
7. **Miscellaneous Ground Transportation:** The use of ground transportation including tips for airport shuttle, taxi or public transit for out-of-state travel is authorized. *Note: Tips should not exceed 20% of total cost, per transaction.*

**All transportation expenses require itemized receipts.**

#### **D. Per Diem Expenses**

1. **General:** Expenses are based on the actual expense method and must not exceed the United States General Services Administration (GSA) Per Diem rate. The Per Diem rate for a location is a combination of a lodging, meal and incidental expense allowance. Rates are established each Federal Fiscal Year (October 1 – September 30) and must be verified, printed and utilized to prepare the Travel/Training Request form. If neither the city nor the county is listed on the GSA site, the “Standard Rate” is used. Exceeding the Per Diem is prohibited and will require immediate reimbursement to the State from the employee. GSA Rates: <http://www.gsa.gov/perdiem>.
2. **Lodging:** Lodging expenses are authorized when approved official travel is out-of-state, more than 12 hours and overnight lodging is required. In-state lodging is not encouraged however; there may be instances where it is deemed appropriate and cost effective. In such instances, in-state lodging must be pre-approved in writing by the Commissioner and attached to the Travel/Training Request form. Authorized expenses should be paid by PCard. Charges incurred for non-authorized travelers or non-authorized expenses such as pay-per-view movie rentals must be paid separately and not charged to the PCard.

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Employees may elect to use their personal campers or recreation vehicles, rather than staying in a hotel/motel. This request must be identified on the Travel/Training Request form and approved by the required approvers. The allowable rate is based on actual cost, not to exceed the GSA lodging Per Diem rate for that location.

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted rate is provided, the employee should reserve at this rate if such rate is the lower than the government rate or other promotional rates at that time. If the sponsoring hotel exceeds the allowable GSA lodging rate, other accommodations must be identified within the GSA Per Diem rate. Employees may not specify a particular lodging accommodation to accumulate rewards or points for personal benefit.

The Department's Controller has the authority to approve lodging expenses up to 150 percent of the allowable GSA Per Diem rate. Rates exceeding 150 percent requires prior approval from the Office of Management and Budget (OMB) and the Division of Accounting (DOA).

**All lodging expenses require itemized receipts.**

3. **Meals and Incidentals (M&IE):** M&IE expenses are authorized when approved official travel is out-of-state, more than six hours, overnight lodging is required or if stipulated in an active union agreement. In-state M&IE is not encouraged; however, there may be instances where it is deemed appropriate. In such instances, in-state M&IE must be pre-approved approved in writing by the Commissioner and attached to the Travel/Training Request form. The allowable rate is based on actual cost, not to exceed the GSA M&IE Per Diem rate for the location. Authorized expenses should be paid for using the PCard. Charges incurred for family members or others not on official State business must be paid separately and not charged to the PCard.

All expenses, including each individual meal, must be itemized. If traveling in a group, it is acceptable to use one PCard to pay for the meals. However, if more than one employee is billed on the receipt, the full name of each employee must be written next to the corresponding purchase(s).

M&IE expenses are defined as:

- a. **Meals:** Food, non-alcoholic beverage, tax and tips. Please note meal tips should not exceed 20 percent of the total bill **before** taxes and should not exceed the daily meal Per Diem rate.
- b. **Incidentals:** Tips given to porters, baggage carriers, bellhops, hotel maids, stewards, stewardesses and others. If a receipt is not obtainable for a cash incidental tip, the Personal Expense Reimbursement (PE) and Miscellaneous Non-Receipt Transaction (APOO7) form must be prepared, receive required signature approval

and submitted with the employee's other travel receipts.

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M&IE expenses are not to exceed the distribution rate, as shown in the table:

When travel is:		The allowance is:
More than 6 but less than 24 hours		75 percent of the applicable M&IE rate.
24 hours or more. on	Day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.
	Last day of travel	75 percent of the applicable M&IE rate.

If the employee is aware in advance that a meal is provided without cost, e.g. included in a conference fee, a reduction to the daily Per Diem must be calculate for the appropriate meal, as shown in the following table:

	<b>% Reduction to the location rate rounded to the nearest whole dollar</b>
<b>Breakfast</b>	20%
<b>Lunch</b>	24%
<b>Dinner</b>	50%

**Note: The remaining 6% is related to incidental expenses.**

**All M&IE expenses require itemized receipts.**

#### **E. Miscellaneous Expenses**

1. **Parking:** Employee should elect self-parking rather than valet. Valet may be considered as an approved State expense in two conditions. However, a detailed explanation must be included with the receipt if valet parking is utilized.
  - a. When self-parking is not available and valet is the only option, or;
  - b. When valet is the most cost effective option.
2. **Tolls:** Employee is authorized to pay for tolls for turnpikes, bridges and ferries as long as it relates to the approved travel request.

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3. **Telephone Calls:** Employee is authorized to make telephone calls as an approved expense based on the following criteria:
  - a. Business – All business related calls are authorized.
  - b. Personal – Personal calls are authorized using the following rate:
    - i. Travel for three (3) nights or less, not to exceed \$10 total.
    - ii. Travel for four (4) nights or more, not to exceed \$20 total per week.
4. **Hotel Computers/Data Services:** The fees associated with the use of hotel computers, printers, or data services must be listed on the Travel/Training Request form and preapproved by the required approval authorities. Services must be deemed necessary for the employee to perform required job-related functions.
5. **Emergency Repairs:** Employee is authorized to arrange emergency repairs for Fleet vehicles up to \$500.00 and the cost of towing without prior consent of Fleet Services. Any repairs over \$500.00 must be approved by Fleet Services.

**All misc. expenses require itemized receipts.**

#### **F. Cancellation**

When changes in travel require cancellation or revision, the employee must notify the approval manager as soon as possible so the necessary changes can be made. State funds shall not be expended to pay for unused reservations unless the State agency is satisfied that failure to cancel or use the reservation was unavoidable. An explanation for the cancellation should be documented and maintained on file.

#### **G. Travel Reconciliation**

The Central Business Office performs a reconciliation of estimated versus actual travel expenses per traveler, per trip. This action is required in order to document the actual expense of the trip. Exceeding the authorized travel budget, may require reimbursement to the State from the employee.

