

DJJ Travel Training

June, 2017

Policies and Procedures

- Commonwealth Accounting Policies and Procedures (CAPP) implemented by Department of Accounts (DOA):
 - www.doa.virginia.gov
 - Cardinal CAPP Manual
 - Topic 20335 State Travel Regulations, Effective 12/1/15
- DJJ Administrative Procedure:
- S Drive
 - Policies, Procedures, Directives
 - Volume II Finance
 - 2.1 Accounting
 - Traveling on Agency Business, Effective 12/18/15

Travel Authorization

- A Travel Authorization (TA) form MUST be completed and submitted for approval by the Deputy Director of Administration and Finance PRIOR to travel taking place for ALL travel that requires reimbursement.
- If travel is estimated to cost \$500.00 or more, is out of state, the requested lodging is over the per diem rate or if three or more employees from the AGENCY attend the same function the travel authorization also requires the approval of the Director or his designee.

Travel Authorization (continued)

- The TA shall be submitted at least 30 days prior to travel (45 days for out of state or international travel) to allow time for all required approvals to be obtained.
- Without receipt of a fully approved TA form, travel has NOT been approved and the agency is under no obligation to reimburse the traveler as state and agency mandated policies and procedures were not followed. Please be aware that if you travel without an approved TA you do so at your own risk and may not be reimbursed or may receive only partial reimbursement.
- Approved dates of travel on the TA (including the leave and return dates) are the only dates that are reimbursable.

Travel Authorization (continued)

- No expenses for travel shall be incurred prior to receiving an approved TA. Lodging shall not be booked nor should conference registration payments be made before approval of the TA.
- The TA form must be completed to include ALL expenses whether they are directly reimbursed to the traveler or a vendor (i.e. conference registrations paid to the host, lodging expenses direct billed by the hotel, etc.). The TA must capture the entire cost of the trip.
- The TA is an estimate of expenses however it should be as accurate as possible. Lodging and meal per diems should be researched and correct. Per diem amounts incurred over the approved TA will not be reimbursed. Explanations may be required prior to reimbursement if there is a large discrepancy between the TA and the reimbursement request.

Blanket Travel Authorization

- Used for employees who routinely travel to perform their job duties (field work).
- Cover up to a six month period.
- Must be approved in advance by the Deputy Director of Administration and Finance.
- Does not cover training or conferences.
- Does not negate the necessity of completing the top portion of the TA form PRIOR to travel and shall be signed by both the traveler and supervisor prior to travel. It must be attached to the reimbursement request.

Completing the Travel Authorization form

- See Attachment A (Travel Authorization Form)

Requesting Reimbursement

- Required documents for requesting reimbursement:
 - Travel Expense Reimbursement Checklist (see Attachment B)
 - Approved Travel Expense Voucher
 - Approved Travel Authorization
 - Proof state vehicle not available and Deputy Director of Administration and Finance's approval if mileage requested
 - Map of travel route (for exact route if mileage is claimed, or from closest point, either home or base point, to destination for overnight lodging)
 - Verification of meals provided
 - Conference, training or meeting agenda
 - Receipts (itemized zero balance lodging, conference registration fees, etc.)
 - Boarding passes, if applicable
 - All required forms can be found on the S Drive, Fiscal Forms

Lodging

- Lodging rates are calculated per GSA guidelines provided by the federal government. These rates can be accessed as follows:
 - www.gsa.gov/portal/content/104877
 - Per diem rates
 - Enter State, city and zip of hotel
 - Find rates

Lodging (continued)

- See Attachment C (Lodging rate sample)

Lodging (continued)

- Overnight lodging is prohibited unless the traveler is more than 50 miles outside of their base point or home, whichever is closer.
- When overnight lodging is requested, a map verifying the distance to the event must be attached to the travel authorization at the time of submission.
- State government rates shall be requested when making reservations.
- It is the traveler's responsibility to cancel lodging reservations as soon as they are aware of changes in travel plans. Any fees or expenses charged by the hotel for non-cancelled rooms are the responsibility of the traveler and are not reimbursable by the agency.

Lodging (continued)

- Upgrades to luxury or premium accommodations are the responsibility of the traveler and are not reimbursable.
- Lodging cannot be paid using the SPCC.
- An itemized, zero balance receipt must be submitted with the reimbursement voucher.
- Direct billing of lodging is not permitted unless approved by the Director in advance and only in special circumstances (i.e. training center).

Lodging (continued)

- All efforts should be exhausted to secure lodging within the allowable per diem guidelines before an exception is requested.
- It is not mandatory or necessary to lodge at the conference hotel if they do not honor the state rate.
- Networking is not considered a viable reason to request an exception.
- A cost justification or cost comparison is required when requesting lodging rates above the per diem guidelines. Your request must be cost effective in order to receive approval.

Meals and Incidentals

- Meal rates are calculated per GSA guidelines provided by the federal government. These rates can be accessed as follows:
 - www.gsa.gov/portal/content/101518
 - Meals and Incidental Expenses Breakdown
 - The total per diem amount for meal reimbursement corresponds with the location of lodging previously determined in the prior section of this training.

Meals and Incidentals (continued)

- See Attachment D (Meal rates sample)

Meals and Incidentals (continued)

- Meals are only reimbursable for overnight travel.
- All meals provided, including breakfast at hotels, must be documented on the travel reimbursement form and deducted from the reimbursement request.
- Meals and incidentals are reimbursed at 75% on travel days.

Calculating Meal Reimbursement

- For this example, we will use \$59.00 as the allowable M&IE rate based on our location. Travel was for three days (2 travel days and 1 full day). No meals were provided the first day, breakfast and lunch were provided the second day and breakfast was provided the third day.

Calculating Meal Reimbursement (continued)

- Day 1:
 - **\$44.25** (75% of the full \$59.00 per diem as this was a travel day with no meals provided).
- Day 2:
 - **\$31.00** (\$59.00- \$13.00- \$15.00). Full per diem-breakfast-lunch.
- Day 3:
 - **\$34.50** (\$59.00- \$13.00 x 75%). Full per diem-breakfast x 75% for a travel day)
- Total meal reimbursement for this trip would be **\$109.75.**

Transportation

- Employees are required to use a state owned vehicle for all trips.
- If a state vehicle is not available, documentation from the traveler's supervisor in the form of a written request or e-mail must be attached to the travel reimbursement.
- Efforts must be made to obtain an Enterprise vehicle in the event that no state vehicle is available.
- If an Enterprise vehicle is not feasible/cost effective travelers must provide documentation and obtain their supervisor's approval as well as the approval of the Deputy Director of Administration and Finance prior to traveling.

Transportation (continued)

- All personal mileage reimbursement must have the approval of the Deputy Director of Administration and Finance prior to payment being processed. Approval must be obtained before travel takes place.
- When calculating personal mileage reimbursement commuting miles must be deducted from the total miles requested if the employee is traveling from and/or returning to their residence. Commuting mileage is not reimbursable.

Transportation (continued)

- Public transportation (air, rail, car rental, taxi, etc.) rates cannot exceed the cost of tourist or coach class.
- Any upgrades (premium, first class, etc.) are the responsibility of the traveler and are not reimbursable.
- Charges for changes to tickets/reservations to accommodate personal comfort and/or convenience are not reimbursable. Change fees must be explained on the reimbursement voucher.
- Receipts and boarding passes must be submitted with the travel reimbursement request.

Travel Charge Card

- Commonwealth Accounting Policies and Procedures (CAPP) implemented by DOA:
 - www.doa.virginia.gov
 - Cardinal CAPP manual
 - Topic 20360 Travel Charge Card
- Recommended if you travel at least twice per year.
- Require annual training each year, usually by the end of March.
- Does not negate CAPP manual or agency guidelines, policies and procedures.
- Card approval and limits are based on employee's credit history.

Travel Charge Card (continued)

- Can only be used for reimbursable expenses incurred while conducting official state business within CAPP manual guidelines.
- All charges made using the card are the responsibility of the employee.
- Card must be paid in full by the employee on or before the due date each month regardless of whether or not reimbursement has been received from the agency.
- For more information contact Brian Dunson, Assistant Accounting Manager, Brian.Dunson@djj.virginia.gov

Travel Tips

- It is the traveler's responsibility to know and adhere to CAPP manual and agency policies and procedures.
- It is our goal to reimburse all travelers in an accurate and timely manner however we are required to comply with all state and agency regulations. If your travel reimbursement is submitted correctly with all of the necessary documentation it will expedite the reimbursement process.
- Travel reimbursement requests will be increased or decreased as necessary in order maintain compliance with the CAPP manual as well as agency policy and avoid audit issues.
- Agencies have the authority to make the CAPP manual more restrictive, but not less restrictive.

Travel Tips (continued)

- A completed TA must be submitted to the Deputy Director of Administration and Finance for all travel requiring reimbursement prior to travel. Without an approved TA, travel has not been authorized.
- A completed TA must be approved prior to travel by the Deputy Director of Administration and Finance AND the Director (or his designee) when:
 - travel is over \$500.00
 - three or more employees from the AGENCY (not unit or division) attend the same function
 - travel is out of state
 - requested lodging rate is in excess of the per diem guidelines

Travel Tips (continued)

- Expenses should not be incurred prior to receiving an approved TA including conference registrations and lodging accommodations.
- If there are extenuating circumstances and the traveler is unable to complete the TA prior to travel, the authorization shall be completed immediately upon return and submitted for approval. An explanation as to the reason the form was not completed prior to travel must be noted on the form. This shall be the exception, not the rule.
- It is not acceptable to white out information re-use TA's previously approved for multiple trips. This act is falsification of a state document and subject to disciplinary action.

Travel Tips (continued)

- If travelers have blanket TA's, they are still required to complete the top section of the TA, sign the form and obtain their supervisor's signature prior to travel for each trip.
- The dates on the TA must correspond with the dates on the reimbursement voucher.
- Personal mileage reimbursement requires the approval of the Deputy Director of Administration and Finance prior to travel.

Travel Tips (continued)

- Lodging receipts must be itemized and show a zero balance.
- Receipts are not required for tolls or parking fees unless the expense is more than \$20.00.
- Travelers should self park their vehicles. Valet parking is not reimbursable unless the self park option is not offered by the hotel/conference venue.
- Reimbursement requests for parking, tolls and baggage fees should be recorded in the “Other Expense” column on the travel reimbursement.

Travel Tips (continued)

- Meals are only reimbursable for overnight travel.
- If you are not requesting lodging reimbursement (only meals), you must document the reason and provide the address where you lodged to ensure meal per diem rates are calculated correctly.
- Reimbursement vouchers cannot be completed, signed or dated before the last day of travel.
- Travelers should use their employee ID number, not their social security number, when completing the travel reimbursement form.

Travel Tips (continued)

- Expenses must be itemized per day, using one line on the reimbursement request for each day.
- Reimbursement vouchers must be prepared within 5 business days of the last day of travel. An explanation must be provided if vouchers are completed after the 5 day period.
- For continuous travel a travel reimbursement request must be submitted at least monthly.
- If you submit your reimbursement requests by e-mail, do not mail the originals. Accounting only needs one copy of the reimbursement form and documentation.

Receiving Reimbursement

- Travel expense reimbursement will be made in accordance with prompt payment guidelines (within 30 days) from the date all required information is received correctly from the traveler.
- Every effort is made to surpass this criteria and have funds in your account within 10 days from the date that accounting receives travelers correct and completed travel packet.
- Please check your bank account for deposited reimbursements prior to contacting accounting if you believe you have not received your funds in a timely manner (after 30 days).

Completing a Travel Reimbursement

- See Attachment E (Travel Reimbursement Voucher)

Questions?????

- If you need clarification on any topic discussed in this training or assistance at any time regarding travel planning or reimbursement please feel free to contact:
- Angie Race at Angie.Race@djj.virginia.gov
- Denise Dowdy at Denise.Dowdy@djj.virginia.gov
- Brian Canter at Brian.Canter@djj.virginia.gov