

Missouri Department of Department of Social Services, Division of Finance and Administrative Services, VOCA Unit



VOCA Travel Guidelines for Subrecipient Agencies

SUBRECIPIENT TRAVEL GUIDELINES

September 2017

GENERAL STATEMENT

Travel to conduct business should be conducted in the most economical and efficient manner possible.

GENERAL GUIDELINES

- It is the subrecipient agency's responsibility to seek official clarification from the Missouri Department of Social Services (DSS), Division of Finance and Administrative Services (DFAS), Victims of Crime Act (VOCA) Unit if the meaning or application of a travel policy or rule is unclear in advance of travel.
- The guidelines contained in this document outline the allowable reimbursement methods; however the costs must be properly approved by the DSS, DFAS, VOCA Unit within the subrecipient agency's budget in order to be eligible for reimbursement. Travel expenses must be necessary and reasonable.
- These reimbursement policies are based on IRS guidelines for a plan that is accountable and adheres to the State's travel policies and procedures.
- It is the subrecipient agency's responsibility to demonstrate expenses incurred are reasonable and necessary. The subrecipient agency will be required to produce, upon request, explanations and/or documentation to fully substantiate travel expenses.
- Unless noted otherwise, all travel costs must be supported by receipts.
- If the subrecipient agency's local travel policy is more restrictive than those outlined within this Guideline, the subrecipient agency is required to adhere to its local travel policy.

AIR TRAVEL

- Every effort should be made to arrange airfare at the most reasonable rate possible. Only coach fare is allowed.
- Every effort should be made to secure airfare at least 21 days in advance. If this is not possible, documentation regarding such must be provided.
 - Air travel arrangements should be made on the basis of what benefits the State and not on accruing frequent flyer miles for the subrecipient agency or individual traveler.

- Travel in privately owned aircraft is not eligible for reimbursement.

LODGING

- The subrecipient agency is expected to select the location, type, and cost of lodging that best meets the traveler's needs and work requirements.
- Reasonable and necessary rates are allowed for the cost of lodging at the single room rate.
- Every effort should be made to adhere to the federal GSA/CONUS rates posted at <https://oa.mo.gov/travel-portal> order to be eligible for reimbursement
- An itemized statement or folio furnished by the lodging provider and documentation of payment are required in order for lodging expenses to be reimbursed.
- For lodging in Missouri, local lodging tax is reimbursable, but units of state and local government and non-profit organizations are exempt from Missouri sales tax and should not incur such expense. The subrecipient agency should ask the lodging provider to remove Missouri sales tax from the itemized statement or folio.

MEALS

- The statewide meal per diem rates are listed at <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>. Meal reimbursement requests cannot exceed statewide meal per diems. Receipts for meals are not required.
- Statewide meal per diem rates are per meal NOT per day. Meaning, the subrecipient agency may claim the allowable per diem rate for the location in which the meal expense is incurred for each eligible meal (breakfast, lunch, or dinner) while in travel status¹.

¹Travel status begins when the traveler leave either their residence or domicile (city place of office) to travel on business. Travel status ends when the traveler returns to either their residence or domicile. If the traveler routinely commutes to your domicile, the commute is not to be considered as part of any travel status. When the traveler's official domicile and residence are different, the travel status begins and ends based on whichever is less. However, if the traveler's residence is less but it is necessary for the traveler to travel to your domicile before travel status begins; travel status begins when the traveler leave their domicile. For example, if the traveler's residence is in Columbia and the domicile is in Jefferson City and the traveler travels to their domicile in Jefferson City prior to departing to Kansas City on business, the travel status begins when the traveler leaves Jefferson City, but if the traveler leaves from Columbia to Kansas City on business, travel status begins when the traveler leaves Columbia.

- To qualify for meal per diems when overnight is indicated, subrecipient agencies must indicate the travel status start time on the first date of travel and the travel status end time on the last date of travel.
- To qualify for meal per diem when no overnight lodging is indicated, the subrecipient agency must document on the traveler's timesheet, expense report, or similar document that he/she were in travel status¹ for twelve (12) hours or more. The time travel status starts and the time travel status ends must be indicated.
- Eligible meal is defined as follows:
 - When twelve (12) hour travel status or overnight lodging is indicated, subrecipient agencies may be eligible for:
 - Breakfast – on the day of departure if travel status begins no later than 7:00 a.m. plus any other day until return.
 - Lunch – on the day of departure if travel status begins no later than 10:00 a.m. plus any other day where travel status continues past 2:00 p.m. until return.
 - Dinner – on the day of departure if travel status begins no later than 5:00 p.m. plus any other day where travel status continues past 7:00 p.m. until return
- Tips on meals are considered part of the per diem rate and may not be claimed separately.
- When attending meetings, conferences or training, the subrecipient agency may claim the applicable meal per diem for meals if it is documented that no meal was provided. However, the traveler must be in 12-hour travel status.
- When meals are provided by the lodging provider (or other provider), the subrecipient agency should not claim that specific meal per diem. If the traveler cannot utilize the meal provided by the lodging provider (or other provider), justification must be provided on the expense report or within an attached letter or memo for the request of that meal.
- Statewide meal per diems are set by region/city. If the location in which travel occurs is not listed, use the standard (Other) rate, which is the lowest listed. Reimbursement of meal expenses are based on the location in which the meal expense was incurred; the location of all meals should be clearly identified.

MISCELLANEOUS EXPENSES

- The subrecipient agency may request reimbursement for other reasonable and necessary business expenses incurred related to travel, including:
 - Taxi or other ground transportation from the airport to the hotel or the hotel to the

airport and to or from meetings that are held at a location outside the traveler's hotel.
(Receipts are required.)

- o Hotel Parking ***(Receipts are required.)***
- o Airport Parking ***(Receipts are required.)***
- o Tips for baggage handling are allowable and must be included as part of the cost of the baggage and may not be claimed separately.
- o Tips for taxis/shuttles are allowable and must be included as part of the cost of the taxi/shuttle and may not be claimed separately.
- o Transportation to attend official events outside the hotel or to get a meal. ***(Receipts are required.)***
- o Toll charges for bridges and turnpikes ***(Receipts are required.)***
- o Incidental expenses such as postage, small emergency supplies, telephone, internet, fax, and other like charges necessary for conducting business while traveling. ***(Receipts are required and such expenses must be approved by the traveler's supervisor.)***

For street parking meters, rail travel, etc. where a receipt is not available, the subrecipient agency must create a receipt or memo indicating the type of expense, amount of expense, date of expense, location of expense, and any other pertinent information.

VEHICLE

It is the policy of DSS, DFAS, VOCA Unit, for its subrecipient agencies to select the most cost effective travel method.

- Fuel –
 - o Subrecipient agencies are eligible for either reimbursement of fuel costs or mileage reimbursement but not both; with prior approval. ***(Receipts are required.)***
- Mileage -
 - o Mileage may be reimbursed per the state's mileage rates:
<http://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>. Personal vehicles are reimbursable at the standard "state" rate. Fleet vehicles are reimbursable at the "fleet" rate.
 - The standard "state" mileage reimbursement rate is deemed to represent the total cost to own and operate a personal vehicle and is generally tied to the mileage reimbursement rate established by the Internal Revenue Service (IRS).
 - The "fleet" mileage reimbursement rate reflects the average cost of operating a mid-size sedan in a vehicle fleet.
 - o Subrecipient agency members traveling to the same destination should carpool whenever possible. Subrecipient agency travelers who elect to travel using their personal vehicle when carpooling is available may be denied reimbursement if

space is reasonably available.

- o Mileage is reimbursable based on documentation presented. Documentation may include record of the beginning and ending odometer readings for verification of the miles or presenting online map directions (e.g. MapQuest, Google Maps, Trip Advisor, etc.) to document the total number of miles of travel.

UNALLOWABLE TRAVEL EXPENSES

The following expenses are deemed unallowable and include, but are not limited to:

- Any type of insurance
- Credit card late payment fees or finance charges
- Travel loan finance charges
- Personal credit card fees or dues
- Entertainment, including television or movie charges
- Alcoholic beverages
- Fitness membership fees
- Extra meals or snacks
- Bulk food/beverage purchases
- Newspapers
- Magazines