

MANAGEMENT SUPPORT SERVICES

Reimbursement for Travel Expenses

Travel Expenses. Expenses arising from employee travel outside the District, or attendance at meetings not regularly a part of the employee's job, will be reimbursed, if approved in advance by the administrator of the budget from which the reimbursement is to be made and of the appropriate cabinet-level administrator.

Between Job and Home. Travel expenses to and from work are the individual responsibility of the employee. Travel necessary during the work day, after the individual has reported to the first duty station, as scheduled, is reimbursable. Travel for duties performed closer than or equal to the normal duty station from home is not reimbursable.

Mileage. Privately owned vehicles (POV) used for travel during the performance of duties is reimbursed at the current Federal POV Mileage Reimbursement Rate. When several people are attending the same meeting, transportation should be shared.

Meals & Incidentals. Funds will be calculated based on Federal Per Diem rates at time of travel. Meals for day travel are taxable and will be reimbursed based on the actual cost or Per Diem, whichever is less. Where identifiable costs of meals are included in the registration, conference, convention, or formal training session, Per Diem will be adjusted accordingly. Receipts are not required for meals for overnight travel. If deemed necessary, advance travel funds may be requested. Per Diem information is available on the Internet at: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html>

Lodging. Reasonable lodging expenses including room expenses, taxes, telephone access fee, District-related telephone calls, and one daily personal call, when necessary, are reimbursable. Receipts are required.

Transportation. Reasonable transportation expenses, when necessary, are reimbursable. Receipts are required.

Registration Fees. Registration and attendance fees at meetings are reimbursable when unable to make arrangements in advance. Receipts are required. Dues to become a member of an organization are not reimbursable.

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