

DEPARTMENT OF CULTURE, RECREATION, AND TOURISM
Office of Management and Finance

OMF-PPM# - TR-1

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TRAVEL

PURPOSE

The Department of Culture, Recreation and Tourism has established the following travel policies which are to be adhered to by all employees in conjunction with the State Travel Rules and Regulations (PPM49)

PROCEDURES:

I. Implementation of Policy

a. Agency

- i. Agencies shall provide copies of the State Travel Rules and Regulations (PPM 49) and the Department Travel Policies to all employees who travel as part of their duties.
- ii. Agencies shall inform employees that they are to become familiar with the State Travel Rules and Regulations (PPM 49) and the Department Travel Policies and to strictly adhere to them.
- iii. The Assistant Secretary or their designee shall be responsible for making sure that the Travel Authorization (TA) and Travel Expense (TE) forms are submitted correctly.

II. Authorization to Travel

a. Agency

- i. All requests for travel are to be submitted through the OnBase Travel Authorization form (on Channel Z) prior to travel, which is to be completed in its entirety and must include all projected expenses.
- ii. All in state and out of state travel must be approved at least five (5) days in advance of travel. All International travel must be approved at least 30 days prior to travel. Exceptions will be considered on a case by case basis.
- iii. OnBase Travel Authorization forms are to be approved by the Assistant Secretary or their designee for approval. If further approvals are needed, they are to be acquired as mandated by the State Travel Rules and Regulations (PPM 49).
- iv. The approved Travel Authorization form and any other approvals must be attached to the Travel Expense form upon request for reimbursement.
- v. Any travel related expenses not mentioned in the State Travel Rules and Regulations (PPM 49) must be included in the Travel Authorization form with an explanation justifying the expense.

- b. Deputy Secretary/Undersecretary
 - i. Approves all out of state travel, international, personal vehicles, 25% overage allowance, vehicle rentals, alcohol and special meals.
- III. Claims for Reimbursement
 - a. Agency
 - i. The Travel Expense form is to be used when claiming reimbursement for travel expenses.
 - ii. All claims for travel reimbursement will be submitted within 30 days of travel. Travel that occurs at the end of June should be submitted by July 15th.
 - iii. The approved TA form is to be attached to the TE form with receipts of expenses.
 - iv. Attach all original receipts from state contracted travel agent, airlines, hotels, conference fees and agendas, parking, etc. to the TE.
 - v. Use of the CBA is mandatory for booking airfare, hotels, vehicle rental, booth and conference fees. The agency CBA holder is solely responsible for paying these expenses.
 - vi. Ground transportation is reimbursable with approved state travel. Please refer to PPM49 for all public ground transportation requirements.
 - vii. The TE form shall be signed by the employee and approved by the Assistant Secretary or designee, with the proper budget coding.
 - viii. The agency's Business Manager submits the TE form to OMF for processing.
 - b. Budget Section
 - i. OMF Budget Analyst submits the TE form to the Travel Accountant for audit and payment.
 - c. Accounting
 - i. TE forms audited by the Travel Accountant.
 - ii. If the Travel Accountant requires further documentation or has any questions concerning the TE form, the form with notation from the Travel Accountant will be returned to the employee or the agency's Business Manager for corrections or clarification.
- IV. Special Meals
 - a. Undersecretary
 - i. All special meals shall be approved in advance in writing by the Undersecretary in accordance with the current provisions in the State Travel Rules and Regulations (PPM 49 Section 1509).
 - ii. The Undersecretary submits a quarterly report to the Commissioner of Administration on all special meals reimbursed for the previous three-month period in accordance with PPM 49.
 - b. Agency
 - i. The Assistant Secretary shall submit the special meal request(s) to the Undersecretary along with a statement of justification that fully describes the purpose and benefit to the State/DCRT and why it is in the best interest of the State/DCRT to approve the special meal request.
 - ii. The agency staff shall submit approved expenses following the agency's internal approval process. The agency's Business Manager will provide:

1. Budget coding
 2. A list of attendees
 3. An agenda
 4. The preapproved special meal authorization letter shall also be attached to the reimbursement request.
 - iii. A copy of the preapproved special meal authorization should be sent to the LaCarte Program Manager for LaCarte or CBA purchases.
- V. Driving State Vehicles/Personal Vehicles
- a. Agency
 - i. Agencies are to require all employees who drive state vehicles or use their personal vehicles while on state business to first be approved by the agency's appointing authority.
 - ii. Agencies are to insure that all approved drivers take the Defensive Driving course once every three years.
 - iii. Prior written approval from the Undersecretary is needed to take a state vehicle out of state. Requests should include the cost savings and benefit to the State.
- VI. International Travel
- a. Undersecretary
 - i. All international travel shall be approved in advance in writing in accordance with the current provisions in the State Travel Rules and Regulations (PPM 49).
 - ii. Requests for approval must be accompanied by a detailed account of expected expenditures (such as room rate, date, meals, local transportation, etc.).
 - iii. Reimbursements for a VISA and/or Immunizations when the traveler is traveling on behalf of the agency/university on official state business will be approved on a case-by-case basis.
 - b. Agency
 - i. The Assistant Secretary shall submit the international travel request(s) to the Undersecretary along with a statement of justification that fully describes the purpose and benefit to the State/DCRT and why it is in the best interest of the State/DCRT to approve the international travel request
 - ii. The agency staff shall submit approved travel expenses following the agency's internal approval process. The agency's Business Manager will provide the appropriate budget coding and transmit documentation to OMF. The preapproved international travel authorization letter shall also be attached to the reimbursement request.
- VII. Alcohol
- a. Reimbursement for alcohol is prohibited for state employees
 - b. Alcohol may be purchased by employees in their role as sales person for the state to entertain other state officials, private sector CEO's, travel wholesalers, buyers and press. A list of OLG/DCRT employees approved to purchase alcohol is available from the Deputy Assistant Secretary's office.
- VIII. Travel Advances
- a. DCRT does not provide travel advances to employees.

IX. Other

- a. For any issue not referenced in this policy please refer to State Travel Rules and Regulations (PPM 49) for guidance.