



# Virginia Department of Corrections

## Financial Management and Procurement

### Operating Procedure 240.1

#### *Travel*

#### **Authority:**

Directive 240, *Travel*

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#### **Supersedes:**

Operating Procedure 240.1, March 1, 2019

**Access:**  Restricted  Public  Inmate

#### **ACA/PREA Standards:**

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1-CTA-1C-10

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### REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

*The content owner reviewed this operating procedure in June 2023 and determined that no changes are needed.*

*The content owner reviewed this operating procedure in May 2024 and necessary changes are being drafted.*

### COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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## DEFINITIONS

**Base Point** - Designated place, office, or building where the traveler performs their duties on a routine basis (Central Workplace for teleworkers); multiple base points are not allowed.

**Commuting Mileage** - Round-trip mileage between the traveler's residence and base point as documented by *Google Maps*; mileage and other commuting cost incurred during commuting status are considered a personal expense and are not reimbursable. The DOC does not provide reimbursement for commute miles when a traveler is on official business travel status and the trip begins or ends at the residence.

**EDI** - The State Electronic Data Interchange program which is a direct deposit method of payment distribution; payroll direct deposit account information is used for distribution of reimbursements to employees.

**Expense Reimbursement** - Original, electronic, or scanned authorizing documentation for requesting reimbursement of expenses incurred by/for an individual while traveling on official State business and for non-travel related expense reimbursement; this documentation, including itemized, original or scanned zero balance hotel bills and receipts as required, provides support for reimbursement of travel and non-travel expenses.

**Non-DOC Training** - A training program, seminar, conference, workshop, or academic coursework sponsored and presented by a public or private sector organization, college, or university.

**Non-Reimbursable Expenses** - Authorized and legitimate business travel expenses incurred by the DOC not paid by the traveler.

**Organizational Unit** - A DOC unit, such as a correctional facility, regional office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit.

**Organizational Unit Head** - The person occupying the highest position in a DOC organizational unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual Headquarters unit e.g., Human Resources, Offender Management, Internal Audit.

**Regional/Administrative Staff** - Those persons authorized by this operating procedure to approve travel between the Organizational Unit Head and Deputy Director levels; includes Regional Administrators, Corrections Administration Manager, Security Operations and Emergency Preparedness Administrator, Corrections Operations Administrator, and Re-entry and Programs Administrator.



## PURPOSE

The Department of Corrections (DOC) encourages employee participation in training, meetings, and activities of recognized professional organizations when such participation will serve DOC needs, or stimulates and increases employee professional development and work performance. DOC employees are often required to travel while conducting official state business. This operating procedure provides guidance for travel approval and for application of State Travel Regulations for travel expenses, advances, and reimbursements.

## PROCEDURE

- I. Travel Planning
  - A. In accordance with current *State Travel Regulations* as published in the Commonwealth Accounting Policies and Procedures (CAPP) Manual (Cardinal), the Department of Corrections (DOC) will reimburse individuals traveling on official state business for reasonable and necessary expenses incurred. (5-ACI-1C-19; 4-APPFS-3E-11; 1-CTA-1C-10)
  - B. COV §2.2-2824, *Monitoring travel expenses while on state business* requires the Director or designee to examine all applications for the reimbursement of personal funds expended by any employee to ensure that all such expenditures are necessary and reasonable for the efficient and effective operation of the DOC.
  - C. Travelers are required to review Attachment 2, *Travel Planning Guide* or other available related training before traveling for DOC business purposes. Failure to receive proper approvals and submit proper documentation will result in the traveler not receiving reimbursement for travel expenses.
  - D. The Director has granted specific exemptions to this operating procedure to the Extradition and Fugitive Services Unit, see Operating Procedure 435.4, *Extradition and Fugitive Services Unit* and certain positions who routinely travel, frequently on short notice, on DOC business.
  - E. An employee may request approval for work time and expense reimbursement for training courses offered outside the DOC in accordance with Operating Procedure 165.3, *Tuition Assistance and Educational Leave*. Reimbursement includes the training/conference fee, travel, meals, lodging, and other incidental costs associated with the training activity.
  - F. In all cases, the traveler must receive approval(s) in advance of travel via a *Travel Authorization Request* 240\_F1 if total expenses are expected to exceed \$1000 or out-of-state travel is required. The District of Columbia is considered in-state for travel purposes.
    1. *Travel Authorization Request* and *Expense Reimbursement* requirements are the same regardless of whether the event or training is provided by the DOC or some other organization.
    2. A traveler must submit a completed *Travel Authorization Request* to their supervisor at least 60 days prior to start date of the event to ensure that all approvals are obtained before travel is to begin.
      - a. Additional lead-time for submission of authorization documentation may be required to take advantage of early registration discounts.
      - b. Additional lead-time may be required if approval is needed from the Director or relevant Deputy Director.
    3. For official business travel in excess of \$1500 or any out-of-state travel, the request must be received by the appropriate Director or Deputy Director 60 days prior to the travel date.
    4. For the Director, when traveling outside the continental United States of America or when lodging requests exceeds established guidelines, additional time is required in order to secure the approval of the Secretary of Public Safety and Homeland Security.
    5. The *Travel Authorization Request* must be completed accurately as reimbursement will be delayed if the reimbursement amount exceeds the authorized amount by more than \$50 other than for



- unanticipated changes in airfares.
6. Reimbursement will not be paid if the traveler does not have a properly approved *Travel Authorization Request*, if required, prior to travel.
  7. The traveler must submit a copy of the event agenda or program, if available, with the *Travel Authorization Request*.
  8. If the traveler is aware that reservations have been made and failed to cancel or notify the Business Office to cancel the reservations, the traveler will be personally responsible for any costs incurred. The traveler should document any notifications to cancel reservations.
- G. Any preauthorized direct billed, Pcard, or prepaid costs must be included in estimated travel costs on the *Travel Authorization Request* and recorded as non-reimbursable expense on Part A of the *Expense Reimbursement*.
- H. The traveler must comply with procurement procedures; see Operating Procedure 260.1, *Procurement of Goods and Services*.
- I. Any falsification of travel documents, failure to document meals received at no cost, claiming reimbursement for expenses paid from other sources, etc., is grounds for disciplinary action under Operating Procedure 135.1, *Standards of Conduct*.
- J. Advance approval must be obtained from the immediate supervisor, the Organizational Unit Head, and applicable Regional/Administrative Staff member before accepting an invitation to participate on the program of a national, regional, or state association, workshop, seminar, or similar event.
- K. Travelers must be able to demonstrate that a reasonable effort was made to obtain the most cost effective means of travel and submit appropriate documentation with the request for travel reimbursement or direct payment request in the form of an approved *Request to Exceed the Lodging Base Rate 240\_F2*. Refer to Attachment 2, *Travel Planning Guide* for required actions when lodging exceeds state guidelines.
- L. In general, the following priorities apply in approving *Travel Authorization Requests*:
1. Requests for travel required by DOC contract or commitments
  2. Requests for travel for DOC program improvement or development
  3. Requests for travel specifically scheduled in an annual/biennial plan or budget
  4. Requests for travel to perform duties of an elective office in a professional association
  5. Requests for travel to serve on a program of a professional organization or meeting
  6. Requests from exempt professional employees maintaining industry knowledge/skills in their professional field relative to their current position
  7. Other travel requests consistent with DOC purposes and needs
- M. Reimbursement for travel by more than three travelers from the same organizational unit to the same destination must be approved in advance. Organizational Unit Heads may approve multiple travelers for attendance at internal training and meetings.
1. Event organizers are to submit a request to the Senior Deputy Director for approval for events anticipated to require travel by more than three individuals within the same organizational unit. Organizers should complete a request for each separate event at least 30 days prior to the start of the event. In cases where the same event is offered multiple times throughout the year, only one request listing all anticipated dates for the year is required; see *Event Organizers Pre-Authorization Event Request 240\_F12*.
  2. A copy of the written approval is to be maintained on file with a copy provided to the DOC Headquarters General Accounting Unit.

3. A list of attendees, if available, should be provided to DOC Headquarters General Accounting Unit.
4. The Director or designee will address a memo to eligible staff giving information about the event with qualifications and limitations on staff attendance.

## II. Reimbursable Expenses

- A. With proper approval and documentation in accordance with this operating procedure, travelers may be reimbursed for the following travel expenses:
  1. Lodging
  2. Meals
  3. Incidental Expenses
  4. Transportation
  5. Registration fees, if they were paid by the individual
- B. Reimbursement will be approved only for necessary business travel expenses.
- C. It is the policy of the DOC to limit travel costs to only those expenses that are necessary for providing essential services to the Commonwealth's citizens. When planning and paying for travel, factors of primary concern are: economy, prudence and necessity. The use of state funds to accommodate personal comfort, convenience, and taste is not permitted.
- D. Refer to the DOA CAPP Manual Topic 20335 - Cardinal, *State Travel Regulations*, for current requirements.

## III. Lodging

- A. No reimbursement for lodging or associated meals will occur if either the traveler's residence or official base point is within 60 miles of the travel destination.
  1. Exceptions may be allowed if the travel route must pass through a congested travel area i.e., Northern Virginia or Tidewater area with prior approval of the appropriate Regional/Administrative Staff.
  2. Consideration may be given to allow reimbursement for lodging and associated meals to travelers for multi-day events when the travel destination is within 60 miles of the official base point but over 100 miles from the traveler's residence with prior approval of the appropriate Regional/Administrative Staff. This consideration is not intended to serve as an approval to travel to the destination the night before without appropriate approved justification.
- B. No reimbursement for lodging will occur for training participants who choose not to stay at the Academy for Staff Development-Central or Academy for Staff Development-West during training when space is available.
  1. If space is not available, appropriately documented lodging expense as allowed per the current State Travel Regulations will be reimbursed.
  2. It is important the traveler re-verify the status of space availability prior to and upon arrival at Academy locations.
  3. If space is available, it is the traveler's responsibility to cancel any hotel reservations per the hotel's cancellation requirement.
  4. The traveler will not receive reimbursement for any meals that are available at any of the Academy locations.
- C. The traveler is responsible to find lodging within the allowable rate.
  1. Hotel physical location information must be verified using the USPS-Look Up ZIP Code. Attach a copy of the physical location verification to the *Travel Authorization Request* or other payment



transaction.

2. To determine the allowable lodging rate for the lodging destination, enter the zip code for the city or county physical location of hotels/lodging sites used for overnight accommodations at <http://www.gsa.gov/portal/content/104877> with the results entered on the *Travel Authorization Request*.
3. The lodging rate as quoted by the hotel including estimated taxes and fees are to be entered on the *Travel Authorization Request 240\_F1*.
4. Travelers must make a good faith effort to secure lodging within the allowable rate prior to requesting an exception.
  - a. Submit a written request prior to the trip using the *Request to Exceed the Lodging Base Rate 240\_F2* for approval of lodging above the State guidelines to the appropriate Director or Deputy Director.
  - b. Include a detailed analysis of the lodging options (contact DOC General Accounting for guidance) and justification to support the exception per the current State Travel Regulations. Attach the signed approval to Part A of the *Expense Reimbursement*, Pcard log, or direct bill payment request for lodging or other requests for funding.
5. Multiple travelers should share rooms to reduce costs whenever appropriate.
  - a. Dividing the hotel rate by the number of persons in a room to achieve the appearance of an acceptable guideline rate is not permitted.
  - b. Documentation from the hotel indicating additional charges for each additional person in the room must be provided with Part A of the *Expense Reimbursement*.
  - c. If lodging expenses are shared, a breakdown of the expense disbursement must be submitted with Part A of the *Expense Reimbursement*.
6. Using Airbnb and similar alternative lodging for business travel
  - a. Reimbursement for the use of Airbnb or similar lodging alternatives for official state business travel are not permitted.
  - b. Only state licensed bed and breakfast locations may be used as a lodging alternative.
  - c. Verification of state licensure must be obtained by the traveler prior to travel authorization.
  - d. Direct-billed lodging can only be charged for one night at a time and cannot be charged for multiple nights at the beginning of the lodging stay in advance.
7. Travel Credits
  - a. Travel credits, reduced rates and free services received by individuals are identified in the CAPP Manual Topic 20335 - Cardinal, *State Travel Regulations* as belonging to the Commonwealth of Virginia.
  - b. Travel credits may appear as a result of membership in rewards programs from various hotels or credit cards.
    - i. Travel credits, reduced rates and free services must be reported on the *Travel Expense Reimbursement 240\_F6* at the time of request for reimbursement to the accounting office and requires a reduction from the travel reimbursement claim where applicable.
    - ii. To avoid a reduction, in the case where rewards program memberships exist, the traveler must provide written proof from the issuing reward program organization that no membership exist or no travel credits have been received related to state business travel.
  - c. Travel credits, reduced rates, and free services are a non-reimbursable expense when the expense is paid by the traveler or via state issued credit card.
  - d. Hotel arrangements paid by state issued credit cards will not be associated with rewards programs. The value of any travel credit or reward received must be reduced from the meal reimbursement portion of the traveler's expense reimbursement request.
  - e. Travel credit reductions will be identified on the *Travel Expense Reimbursement 240\_F6*



reimbursement request and shown as a negative line item amount.

- f. Questions and assistance related to reduction values can be referred to the DOC Financial Services Director in General Accounting.

#### IV. Meals and Incidental Expense (M&IE)

A. Meals and Incidental Expense (M&IE) is paid on a daily basis per the rate found at <http://www.gsa.gov/portal/content/104877>. Any meals provided at no costs (hotel complimentary breakfast, lunches provided during meeting/training, etc.) must be deducted from the daily M&IE rate.

B. The rates for each day of travel are to be entered on the *Travel Authorization Request 240\_F1*.

C. The following restrictions apply to reimbursement of M&IE for training or events hosted at all Academy locations:

1. If staying at the Academy-Central or Academy-West, meals will be provided excluding Friday dinner and weekend meals to those staying at the facility, there will be no reimbursement for this expense if the traveler chooses to eat at other locations.

Breakfast and lunch meals are provided at ASD-East to training participants and there will be no reimbursement for these meals.

2. No payment of meal or incidental expenses will occur during the Basic Corrections Officer mandated training, see Operating Procedure 110.2, *Overtime and Schedule Adjustments*, except as it applies to the one round trip reimbursement allowed by DOC operating procedures.

3. No reimbursement of incidental expense is to occur during overnight stay at the Academy-Central or Academy-West except on departure or return days.

4. If not lodging at an Academy location, the traveler will not receive reimbursement for any meals that are available at the Academy.

D. Reimbursement for same day travel overtime meals will be paid only if the overtime is essential to the agency's mission and is approved by the traveler's supervisor and Organizational Unit Head.

1. The overtime must be documented to be in excess of the employee's normal scheduled working hours by a minimum of:

- a. Two hours on a normal workday for \$5.00 reimbursement or \$7.50 if outside official work station
- b. Five hours on a Saturday, Sunday or holiday or an alternate work schedule day off for \$5.00 reimbursement or \$7.50 if outside official work station
- c. Ten hours on a Saturday, Sunday or holiday or an alternate work schedule day off for \$10.00 reimbursement or \$15.00 if outside official work station

2. Scheduled work hours and overtime start and stop times are to be recorded on Part A of the *Expense Reimbursement 240\_F6*.

3. Reimbursements for overtime meals are taxable and are to be recorded using account code 5012870. DOC General Accounting will provide detailed results to the DOC Payroll office.

E. No reimbursement for same day travel lunch is permitted except for travel related to extradition of those in the DOC custody. Contact the DOC Financial Services Director for assistance with applicability and exception requirements.

#### V. Transportation

A. State vehicles, Centralized Fleet or Agency Owned, are the primary mode for transportation for travel in accordance with Operating Procedure 323.1, *Vehicle Acquisition, Operations, and Maintenance*.

1. Whenever possible, travelers traveling to the same location should share rides.
2. Other modes of transportation may be used when they result in a benefit to the DOC.





3. Persons under a court-ordered or administrative driving restriction or charged with a DUI related offense as described in Operating Procedure 040.1, *Litigation* must not operate a state or state-paid rental vehicle.
  - a. Upon conviction of any of the above charges, the employee will be prohibited from operating a state vehicle or state-paid rental vehicle until authorized by the Director or his designee.
  - b. To be considered to operate a state vehicle there must be no court-ordered or administrative restrictions.
4. The DOC Headquarters General Services and Facility Management Unit Director should be contacted for approval prior to use of state vehicles outside the Commonwealth of Virginia or District of Columbia.

#### B. Car Rental

1. A cost benefit analysis should be prepared in advance of travel to determine the benefit to the State to use a rental vehicle in lieu of a state or personal vehicle.
2. The analysis should include rental cost, surcharges, and anticipate fuel expenses.
3. If the analysis shows there is a benefit to the State, this analysis and approval to use a rental vehicle should be attached to Part A of the *Expense Reimbursement 240\_F6*.
4. Refuel the vehicle prior to return to the rental company. If circumstances prevent refueling, provide an appropriate explanation on the *Expense Reimbursement*.
5. Persons under a court-ordered or administrative driving restriction or charged with a DUI Related Offense as described in Operating Procedure 040.1, *Litigation* must not operate a state or state-paid rental vehicle.
  - a. Upon conviction of any of the above charges, the employee will be prohibited from operating a state vehicle or state-paid rental vehicle until authorized by the Director or his designee.
  - b. To be considered to operate a state vehicle there must be no court-ordered or administrative restrictions.

#### C. Mileage Reimbursement

1. Personal vehicles may be used when traveling on official state business.
  - a. Reimbursement will be at the personal rate when it is pre-determined that a state vehicle is not available or the use of a personal vehicle is cost beneficial to the State.
  - b. If a state vehicle is available and the traveler chooses not to drive it, normally reimbursement is not allowed.
  - c. The traveler should check the appropriate *Personal Vehicle Use Statement* choice on Part A of the *Expense Reimbursement* to correspond to the reimbursement rate requested.
  - d. Complete, submit, and obtain approval prior to the trip via the *Mileage Rate Determination* section of the *Travel Authorization Request 240\_F1* when requesting the higher personal vehicle rate. See the *Mileage Rate Determination* worksheet within the *Travel Authorization Request*.
  - e. Attach documentation of the pre-approved reimbursement rate to Part A of the *Expense Reimbursement 240\_F6* when requesting personal vehicle mileage rate.
  - f. For trips exceeding 200 miles, the cost benefit analysis must also be prepared and approved in advance of the trip and must accompany the reimbursement request.
2. Refer to the current CAPP Manual Topic 20335 - Cardinal, *State Travel Regulations*, for applicable mileage reimbursement rates and further information concerning personal mileage reimbursement allowances.
3. Mileage reimbursement will not occur for normal commutes between the traveler's official residence and the work location (base point).



- a. Travelers that are notified to make extra trips to report to the work location outside their work schedule (including adjustments) may be paid mileage between the traveler's official residence and the work location for their personal vehicle; examples - response to an institutional emergency or duty person called back to the institution after working hours.
  - b. Attach a copy of *Google Maps* results to document mileage between the residence and the work location.
  - c. A facility Administrative Duty Officer is authorized to use a state vehicle for commutes between their residence and the facility for one round trip for each time they report to the facility beyond their regular 5-day work schedule.
    - i. A facility Administrative Duty Officer cannot be reimbursed for commutes in their personal vehicle.
    - ii. A facility Administrative Duty Officer is a member of the senior management team of a facility who is assigned on a rotating basis to remain in contact with on-duty staff at the unit and to visit the facility at least once during the week of duty at a time other than the staff member's normal working hours and days; see Operating Procedure 401.3, *Administrative Duty Coverage*.
4. When official business travel begins or ends at the traveler's residence, the traveler's normal commute distance will be deducted from the distance from the traveler's residence to the travel destination for mileage reimbursement.
  5. While in travel status, transportation expenses to include personal vehicle mileage is not authorized for travel to and from destinations for meals.
  6. The DOC restricts mileage reimbursement as shown below:
    - a. No reimbursement will occur when transportation via a state vehicle is provided i.e., another traveler is traveling to the same event and the traveler chooses to drive a personal vehicle for their own convenience.
    - b. The traveler will be reimbursed at the full rate permitted in the current State Travel Regulations if the reason for the use of the personal vehicle is medically necessary as indicated on the *Mileage Rate Determination* section of the *Travel Authorization Request 240\_F1*.
    - c. When personally owned vehicles are used for travel, the total expense reimbursed, including but not limited to meals and lodging, should not exceed the total cost of the trip using the most economical public air transportation fare. The air transportation cost used for comparison would also include meals and lodging. Attach analysis to Part A of the *Travel Expense Reimbursement*.
  7. Persons under a court-ordered or administrative driving restriction will not be reimbursed for mileage in their personal vehicle.
  8. If no court-ordered or administrative driving restrictions exist, employees who have been charged with violating DUI related code sections in Operating Procedure 040.1, *Litigation* will be considered for mileage reimbursement in their personal vehicle pending disposition of their case and at the discretion of the Director or his designee.
- D. For air and rail transportation, reimbursement for first class travel will not be permitted. Travel including transoceanic or intercontinental flights involving more than eight hours of consecutive flight time may be reason for a request for approval to travel business class.
- E. The DOC uses a consolidated method for acquisition of airline tickets. All airline arrangements are to be made using the state issued *Airline Travel Charge Cards*.
1. These cards have been issued to the Assistant of the Director and a designated member of each regional office, and the Academy for Staff Development business office.
  2. Travelers should contact the respective office for guidance in acquiring airline tickets.
  3. Purchases of airline tickets using other methods may not be reimbursed without an explanation and prior approval from the Director or Senior Deputy Director. Attach the approval to Part A of the

*Expense Reimbursement.*

- a. The DOC General Accounting Manager may provide information as to which cardholder should be contacted for airline ticket purchases. The cardholder will provide ticket acquisition guidance.
- b. The *Airline Travel Charge Card* may be used only for acquisition of airline tickets. The cardholder must follow the procedures in CAPP Manual Topic 20360 - Cardinal, *Travel Charge Card*.
- c. Travelers should plan and request departure and return airline locations to be the most economical available. Travelers are responsible for providing cardholders with details related to departure locations, dates, and times when requesting acquisition of airline tickets.
- d. Travelers are to submit the approved *Travel Authorization Request 240\_F1* and reservation confirmation document to the cardholder for inclusion with the monthly reconciled charge card log and charge card statement. Refer to CAPP Manual Topic 20335 - Cardinal, *State Travel Regulations*, for requirements related to public transportation.
- e. The cardholder must submit these documents to the General Accounting Office by the 21<sup>st</sup> of each month.

## F. Use of State Aircraft

1. Making Requests - A state-owned aircraft is available on a priority basis. The Director must make the request to the Department of Aviation. Costs must be compared to commercial rates. See the CAPP Manual Topic 20335 - Cardinal, *State Travel Regulations*, and the *Aircraft Use Policy and Guidelines* on the Department of Aviation website.
2. Staff Approval - Approval for respective staff to use state aircraft must occur prior to their utilization. The *Travel Authorization Request 240\_F1* should be used for this purpose.
3. Copy of *Travel Authorization Request* - When the appropriate Accounts Payable or Business Office receives the Department of Aviation billing for state air time, a copy of the pre-approved *Travel Authorization Request* will be required before the Department of Aviation will be paid.

G. Miscellaneous transportation expenses must be included on the *Travel Authorization Request 240\_F1* to be approved for reimbursement.

1. Baggage fee reimbursement is limited to expenses associated with preapproved official business travel.
2. Parking fees; self-park rates will be reimbursed; valet parking will be reimbursed only with a valid reason.
3. Taxi, shuttle, bus, and other for-hire transportation
4. Tolls

## VI. Other Expenses

- A. Conference fees, training session fees, and other such expenses must be included on the *Travel Authorization Request 240\_F1* to be approved for reimbursement.
- B. See Operating Procedure 165.1, *Professional Memberships*, for guidance related to payment of fees.

## VII. Review and Approval

- A. Authority to approve travel has been delegated by the Director as follows:
  1. All travel for in-state (including the District of Columbia) conferences, meetings, and training must have the prior written approval of the appropriate Regional/Administrative Staff member or Organizational Unit Head.
  2. All out-of-state travel must have the prior written approval of the Director, Chief Deputy Director, Senior Deputy Director, or appropriate Deputy Director via the *Travel Authorization Request*.
  3. Unless pre-approved via memo, organizational units represented at conventions, conferences,



meetings, or similar functions by more than three travelers must have prior written approval by the applicable Regional/Administrative Staff member, see *Event Organizers Pre-Authorization Event Request 240\_F12*.

4. Travel to participate in a seminar, workshop, or other non-DOC sponsored training event determined to be essential for more than three travelers, must be in accordance with CAPP Manual Topic 20335 - Cardinal, *State Travel Regulations*, regarding *Travel Involving Multiple Employees*.

**B. Approval levels required for *Travel Authorization Request 240\_F1*.**

Position	In-state Travel (Includes District of Columbia)	Out-of-state Travel
Immediate Supervisor	Review all <i>Travel Authorization Request 240_F1</i>	
Organizational Unit Head	Up to \$1000	Review Only
Regional/Administrative Staff	Up to \$1500	Review Only
Director/Deputy Director	Over \$1500	All out-of-state

C. The Secretary of Public Safety and Homeland Security’s approval is required for the Director’s travel outside the continental United States of America

D. Any *Travel Authorization Request 240\_F1* forwarded must receive recommendations for approval by all appropriate supervisory levels. Any *Travel Authorization Request* disapproved at any level will be returned with an explanation to the person requesting authorization for travel.

E. The traveler’s immediate supervisor reviews the *Travel Authorization Request* for completeness, compliance, and eligibility. If recommended, the *Travel Authorization Request* is forwarded to the Organizational Unit Head.

F. The Organizational Unit Head reviews the *Travel Authorization Request*, evaluates value, impact on the unit, and ensures fund availability. If recommended and required, the *Travel Authorization Request* is forwarded to the appropriate Regional/Administrative Staff member.

G. The Regional/Administrative Staff member reviews and evaluates provided justification and ensures compliance with attendance guidelines. If recommended and required, the *Travel Authorization Request* and the justification are forwarded to the applicable Director or Deputy Director.

H. An approved *Travel Authorization Request 240\_F1* should be returned to the traveler via the traveler’s supervisor with a request to notify the respective business office and Organizational Unit Head. The traveler should not be allowed to depart unless the *Travel Authorization Request* has received the necessary approvals.

I. Unless pre-approved via memo, the Regional/Administrative Staff members may establish limits on the number of travelers who will be approved for travel to any one state, national, or regional meeting or event.

**VIII. Funds**

A. The traveler’s work unit is responsible for the approved travel costs and fees associated with verified attendance at the event unless alternate funding is designated by the Director. The number of persons totally or partially reimbursed for a particular conference may be limited as pre-determined by the Director.

B. Offers of payment or reimbursement from sources other than the DOC are reported on the *Travel Authorization Request 240\_F1*.

1. Such offers may not be accepted if they involve a possible conflict of interest; see Operating Procedure



135.3, *Standards of Ethics and Conflict of Interest.*

2. The *Travel Authorization Request* must show the entire estimated cost of the trip, with no deduction for amounts paid by other sources.
3. Record on the *Travel Authorization Request* detailed specific amounts to be provided by sources other than the DOC.

## IX. Payment for Travel Expenses

- A. Travelers are expected to pay all travel expenses at the time the expense is incurred and seek reimbursement after the travel is completed.
- B. Payment may be by personal funds or credit card, Employee Paid Travel Charge Card, Pcard, or in some cases direct billing to the DOC.
- C. Employee Paid (Individual Liability) Travel Charge Card
  1. The DOC strongly encourages all employees who travel more than twice per year to apply for and use the Employee Paid Travel Charge Card in lieu of Temporary Travel Advances. See CAPP Manual Topic No. 20360 Cardinal for specific details of the Travel Charge Card programs.
  2. CAPP Manual Topic No. 20360, *Travel Charge Card* requires issuance and use of a travel card to employees who travel overnight more than five times per fiscal year.
  3. Questions on the Employee Paid Travel Charge Card application process and requests for procedures may be addressed to the DOC General Accounting Manager.
  4. Charges made using the Travel Charge Card are limited to official state business travel expenses for meals and lodging and are the responsibility of the employee. These charges must be paid in full in accordance with established deadlines in CAPP Manual Topic No. 20360 Cardinal. Noncompliance with Travel Charge Card policies by cardholders is grounds for revocation of card privileges without access to travel advance privileges.
  5. Reimbursement to employees is to be made via the State's Electronic Data Interchange (EDI) program.
- D. Direct bill payment requests for lodging must include the prior approved *Travel Authorization Request*, USPS physical location results, detailed zero balanced hotel folio, and, if required, a pre-approved *Request to Exceed the Lodging Base Rate 240\_F2*. Direct billing of meals and other expenses is not permitted.
  1. Traveler is responsible to clear other expenses from the hotel bill using personal funds prior to departure.
  2. When lodging is paid via Pcard or direct bill, identify on Part A of the *Expense Reimbursement 240\_F6*, the Pcard holder or direct bill contact name.

## X. Travel Advances

- A. The DOC does not issue permanent travel advances.
- B. The DOC discourages use of Temporary Travel Advances.
  1. Employees should request the Travel Charge Card to cover meal and lodging expenses.
  2. Travel advances may be issued on a one-time basis to support emergency travel situations.
  3. Employees should thereafter request a Travel Charge Card.
- C. Approval and Source of Funds - A *Travel Advance Request 240\_F4*, must be approved by the Organizational Unit Head or designee.
  1. The *Travel Authorization Request 240\_F1*, if required, must be approved according to the form's instructions.
    - a. An event itinerary should be provided with the advance request in support of anticipated expense



related to meals.

- b. The amount of the advance cannot exceed the estimated cost of lodging and meals.
2. The approved *Temporary Travel Advance Request* and approved *Travel Authorization Request* will be forwarded to the proper agency accounting staff a minimum of 10 business days prior to the trip start date.
  - a. Advanced funds will be direct deposited to the bank account used for the traveler's net payroll direct deposit.
  - b. The *Emergency Travel Advance Request* section of the *Travel Advance Request 240\_F4* must also be completed prior to the trip if the request will be submitted in less than 10 business days. Submit this approved document to the accounting office with the advance request for processing.
3. The accounting or business office may issue the travel advance if sufficient time is available to ensure delivery of the advance prior to trip start date.
4. Advances will be issued for hotel base rate and meals.
5. Part A of the *Expense Reimbursement 240\_F6* is to be submitted within five business days of trip completion to ensure timely clearing of advanced funds.
6. Any funds not used are to be returned with Part A of the *Expense Reimbursement* for deposit to offset the advanced funds obligation.

#### D. Methods and Limits

1. Temporary travel advances will be requested using the Cardinal state accounting system under normal processing if time permits, ten business days. DOA limits temporary travel advances to the estimated cost of the trip.
2. The lodging base rate and meals costs must be itemized on the *Travel Advance Request 240\_F4*.

### XI. Travel Reimbursement Requirements

- A. Although not all-inclusive, the following information is required for expense reimbursement and must be submitted with Part A of the *Expense Reimbursement 240\_F6*.
  1. The Employee Identification Number (if applicable) to facilitate Cardinal data entry.
  2. Authorization and exception approvals.
  3. Approval for mileage reimbursement at IRS mileage rate; see Current Mileage Rates.
  4. Reason for travel and any unusual fees such as charges for changing reservation/ticket.
  5. Hard-copy detailed confirmations of expenses if online methods were used to procure lodging or vehicle rental services to confirm cost.
  6. Reason for business phone calls or facsimiles.
  7. Printouts of appropriate per diem rate table for international destinations.
  8. Itemized receipt for lodging or comparative statement if alternative lodging is used, i.e., apartment. Verify accuracy of the lodging receipt prior to departure from the hotel so inappropriate charges can be addressed by the hotel staff. The itemized receipt or comparative statement should show a zero balance.
  9. Receipt for each meal expenditure of \$75 or more - IRS requirement.
  10. Receipt for registration fees exceeding \$75. Indicate if expense was paid by the traveler or the DOC.
  11. Reason for "for-hire transportation", i.e. taxi, shuttle, metro, limousine. Receipts required if an individual claim is more than \$75.
  12. Identification of specific locations and amounts related to parking and tolls where the vendor does not



- provide receipts and the charge exceeds \$75.
13. Valid reason to support reimbursement for valet parking versus standard self-park rate.
  14. For overtime meals, include beginning and end times of overtime hours.
  15. Prior approval for use of private or chartered airlines or state-owned aircraft.
  16. Documentation to support exceptions to standard travel procedures.
- B. Travelers must keep receipts of each expenditure over \$75 and accurate records of all expenses to ensure correct reporting and submission of travel reimbursements.
1. Travel reimbursements will not be made solely from Travel Charge Card statements.
  2. Each day's expenses for reimbursable and non-reimbursable expenses must be shown separately on Part A of the *Expense Reimbursement 240\_F6* to allow proper recording in the Cardinal state accounting system.
- C. Travelers must submit the *Expense Reimbursement* to the supervisor within 30 working days of the last day of travel for which reimbursement is requested.
1. Time limits to submit the *Expense Reimbursement* may be reduced to allow payment within the fiscal year in which the expenses were incurred.
  2. If the *Expense Reimbursement* is not submitted within 90 days of trip conclusion, no reimbursement will be provided.
- D. Reimbursements to employees for travel or other expenses will be processed via Cardinal and direct deposited to the employee's bank account used for payroll net deposit. The Electronic Data Interchange (EDI) direct deposit method of reimbursement is to be used for all employees after they have been set up in the Cardinal system.
1. Employees already established in the Cardinal system may establish their Remittance Electronic Data Interchange (REDI) Virginia profiles using their employee identification number online; see Attachment 1, *EDI Profile Instructions*.
  2. Employees are required to promptly update their banking information changes through submission of the Employee Direct Deposit form to the payroll office.
  3. Contact the DOC Financial Services Director in General Accounting for assistance with establishing or updating address information in Cardinal, the State accounting system.
- E. Miscellaneous Reimbursable Expenses
1. Reimbursement for telephone calls, telegrams, facsimiles, and internet connection charges made on official business and paid for by the traveler may be claimed on Part A of the *Expense Reimbursement 240\_F6*.
    - a. For long distance toll charges, as distinguished from local calls charged against the hotel bill, the points and parties between which the calls were made, or the wires sent, must be stated on Part A of the *Expense Reimbursement* with the reason they were made.
    - b. All personal telephone calls are reimbursed through the incidental expense portion of the M&IE per diem. Actual expenses incurred during overnight travel for this expense category will not be reimbursed.
    - c. Facsimiles and internet connection charges made for official business purposes are reimbursable with an appropriate explanation and supporting documentation.
  2. Reimbursement can be made for use of personal cellular telephones for business calls when it can be demonstrated to be cost beneficial or out of necessity. An itemized statement is required and must be included with Part A of the *Expense Reimbursement*. Reimbursement for free minutes is not permitted.
  3. A receipt is required for reimbursement of tolls and parking fees when each individual claim is greater

than \$75. Claim this expense in the "other expense" column on Part A of the *Expense Reimbursement 240\_F6*. Identify the location for each expense where the vendor does not provide a receipt.

4. A reason should be indicated on Part A of the *Expense Reimbursement 240\_F6* for the necessity of taxi, shuttle, or other "for-hire transportation". Travelers are to provide receipts if the reimbursement claim exceeds \$75 per instance as required by DOC and State Travel Regulations.

F. A personal credit card may be used as a method of payment via the Internet. A hard copy final page from the Internet must be attached to Part A of the *Expense Reimbursement 240\_F6*. If the credit card payment is for multiple travel related items such as lodging and car rental, attach a breakdown of expenses.

## XII. Travel Expense Reimbursement

A. In accordance with CAPP Manual Topic 20335 - Cardinal, *State Travel Regulations*, the copy of the approved *Travel Authorization Request 240\_F1* will be given to the traveler as authority to travel, and must be attached to Part A of the *Expense Reimbursement 240\_F6* submitted by the traveler.

1. The traveler may be reimbursed for expenses up to the amount authorized on the *Travel Authorization Request*.
2. Other than for unanticipated changes in airfares, expenses more than \$50 in excess of the authorized amount may be reimbursed only with the approval of the person authorized to approve a *Travel Authorization Request* in the amount of the actual expenditure.

B. No *Expense Reimbursement* submitted for convention, seminar, education, non-DOC training or out-of-state travel will be processed for payment unless a properly completed and pre-approved *Travel Authorization Request* is attached to the completed Part A of the *Expense Reimbursement*, if required. Detailed instructions for completion are included within Part A of the *Expense Reimbursement*.

C. The Part A of the *Expense Reimbursement* must be submitted to the appropriate Accounts Payable or Business Office after returning, as follows:

1. Completed by the traveler with their original, electronic, or digital signatures dated and submitted to the traveler's supervisor within five working days after completion of travel in instances where a travel advance was requested. In those instances where no travel advance was requested, the traveler will have up to 30 days. The supervisor will review and provide dated signature approval.
  - a. The DOC has determined that electronic or digital signatures on travel vouchers and other forms is an acceptable practice.
  - b. During the supervisors review, the traveler's supervisor must ensure that all state regulations are adhered to, including expenditure and travel regulations.
  - c. The traveler will be advised that their electronic or digital signatures on travel vouchers and other forms may be accepted and they are responsible for ensuring the security of their electronic or digital accounts.
  - d. The Organizational Unit Head will ensure that all documented approvals, acceptance of signatures on vouchers and other forms are kept on file and provided to auditors, as necessary.
2. Date stamped upon receipt, signed, and submitted to the appropriate Accounts Payable or Business Office by the supervisor within three working days after receipt from the traveler. This authorizing signature certifies that:
  - a. The travel expenses incurred for reimbursement are the minimum necessary for the effective conduct of state or DOC business, and
  - b. Sufficient funds are available within or to the department code unit to "cover" the requested reimbursable expenses.

D. The amount of Part A of the *Expense Reimbursement* will be the total of all expenditures including those reimbursable and non-reimbursable to the traveler. The amount of any advance must be entered on the appropriate line.





**E. Repayment of an Advance**

1. If the amount of the *Travel Advance Request 240\_F4* is less than the total on Part A of the Expense Reimbursement balance, the difference will be disbursed to the traveler via EDI deposit or by check at the address on record.
2. If the amount of the *Travel Advance Request 240\_F4* is more than the total on Part A of the *Expense Reimbursement 240\_F6* reimbursable balance, the traveler must attach a personal check, made payable to the *Treasurer of Virginia*, for the difference at the time Part A of the Expense Reimbursement is submitted to the DOC General Accounting Office or appropriate Business Office.
3. Travelers must repay the advance within 45 calendar days after receipt of the advance.
  - a. The traveler's supervisor will have secondary responsibility for monitoring the repayment of travel advances in order to preclude traveler's paycheck deduction actions at the end of 45 calendar days, through no fault of the traveler or supervisor.
  - b. Delayed receipt of reimbursement from a source other than the DOC does not extend the repayment period.
4. If an outstanding travel advance is past due at the end of 45 calendar days from issuance, a payroll deduction letter will be transmitted to the DOC Payroll Section with a copy to traveler and supervisor. The DOC General Accounting Office or appropriate Business Office will follow DOA procedures for collecting payments as authorized by the traveler on a *Travel Advance Request 240\_F4*.

F. Part A of the *Expense Reimbursement 240\_F6* will be date stamped by the appropriate Accounts Payable or Business Office and submitted for processing via the State automated accounting system after receipt.

G. The Business Office or DOC Headquarters Accounting Office will verify and document on the hotel folio if any free meals were provided by the hotel or organization associated with meeting, training or conference and convention attendance.

1. Deductions for free meals must be made from the reimbursement in Part A of the *Expense Reimbursement*.
2. Travelers are to provide a reason if meals provided could not be consumed to support waiver of the deduction for the free meals.

H. Contact DOC General Accounting regarding unused public transportation tickets for which the agency paid. Travelers who leave state service or DOC employment should refund the cost of unused non-refundable airline tickets prior to departure.

**XIII. Non-Travel Reimbursement**

- A. Reimbursement to travelers for non-travel related expenses such as notary application fees must be submitted via Part B of the *Expense Reimbursement 240\_F6*.
- B. The original or scanned receipt for amounts exceeding \$75 per item must be attached to the, signed and dated Part B of the *Expense Reimbursement*.

**XIV. Records Retention**

Travel related documents must be retained a minimum of five years; see Operating Procedure 025.3, *Public Records Retention and Disposition*.

**REFERENCES**

COV §2.2-2824, *Monitoring travel expenses while on state business*

COV §18.2-266, *Driving motor vehicle, engine, etc., while intoxicated, etc.*

Department of Accounts Commonwealth Accounting Policies and Procedures (CAPP) Manual:  
Volume 1, Section 20335 - Cardinal, *State Travel Regulations*



Volume 1, Section 20360 - Cardinal, *Travel Charge Card*

Operating Procedure 025.3, *Public Records Retention and Disposition*

Operating Procedure 040.1, *Litigation*

Operating Procedure 110.2, *Overtime and Schedule Adjustments*

Operating Procedure 135.1, *Standards of Conduct*

Operating Procedure 135.3, *Standards of Ethics and Conflict of Interest*

Operating Procedure 165.1, *Professional Membership*

Operating Procedure 165.3, *Tuition Assistance and Educational Leave*

Operating Procedure 260.1, *Procurement of Goods and Services*

Operating Procedure 323.1, *Vehicle Acquisition, Operations, and Maintenance*

Operating Procedure 401.3, *Administrative Duty Coverage*

Operating Procedure 435.4, *Extradition and Fugitive Services Unit*

## **ATTACHMENTS**

Attachment 1, *EDI Profile Instructions*

Attachment 2, *Travel Planning Guide*

## **FORM CITATIONS**

*Travel Authorization Request 240\_F1*

*Request to Exceed the Lodging Base Rate 240\_F2*

*Travel Advance Request 240\_F4*

*Travel Expense Reimbursement 240\_F6*

*Event Organizers Pre-Authorization Event Request 240\_F12*

