

# Draft Amendment to Civil Service Rules: Rule 5-7: Expense Reimbursement

Revision A (April 19, 2005)  
Added text is double-underlined

## Staff Comments to Proposed Amendment to 5-7.1:

In 1999, the civil service commission approved using the Internal Revenue Service's mileage reimbursement rate as the state's "premium rate" (payable when the employee has prior approval to use a private vehicle or when a state vehicle is unavailable). The state "premium rate" adjusts automatically when changed by the IRS. The state's "standard rate" (payable when the employee elects to drive a private vehicle in lieu of a state-provided vehicle) continues to be set by the commission annually. Although these 1999 directions were not incorporated in the civil service rules, they have been implemented by civil service and DMB staff. Staff now proposes to amend Rule 5-7.1 to incorporate these provisions in the rules.

- 1    5-7     Expense Reimbursement
- 2    5-7.1    Travel Expense Reimbursement
- 3    **(a) Eligibility.** An employee who incurs expenses for official travel is eligible for  
4        reimbursement in accordance with the standardized travel regulations issued by the  
5        department of management and budget and the state personnel director.
- 6    **(b) Rates.** An employee is reimbursed at the rates approved by the civil service commission.
- 7        **(1) Recommendation.** The director of the department of management and budget and  
8        the state personnel director shall jointly recommend to the commission the travel  
9        reimbursement rates. The joint recommendation must be submitted no later than  
10       April 30 of each year, for the fiscal year beginning October 1 of the same year.
- 11       **(2) Comments.** Before submitting the recommendation, the director of the department  
12       of management and budget shall solicit comments from employees and limited  
13       recognition organizations regarding travel reimbursement rates, methods, indices,  
14       and the rate-setting process.
- 15       **(3) Action by the commission.** The civil service commission shall review the  
16       recommendation and shall approve, reject, or modify the recommendation.
- 17       **(4) Exceptions.** For reasons of business necessity, the director of the department of  
18       management and budget and the state personnel director are authorized to approve

1 individual exceptions that vary from the approved travel reimbursement rates or the  
2 standardized travel regulations.

3 **(c) Private motor vehicle reimbursement rates.** The standardized travel regulations may  
4 establish state premium and state standard reimbursement rates for approved private  
5 motor vehicle use. The state premium reimbursement rate shall be the standard mileage  
6 rate established by the Internal Revenue Service, unless otherwise ordered by the civil  
7 service commission. The state standard reimbursement rate shall be the rate approved by  
8 the commission.

9 5-7.2 Moving Expense Reimbursement [No change]

10 5-7.3 Miscellaneous Reimbursements [No change]

11  
12

---