

0420.02 Travel Expense Voucher

Issued July 1, 2000

SUBJECT: Travel Expense Voucher

APPLICATION: Executive Branch Departments and Sub-units; classified and non-classified State employees, and non-State employee consultants and advisors when authorized by the executive head of the respective agency.

PURPOSE: To identify specific information required on the Travel Expense Voucher when requesting reimbursement of travel expenses.

CONTACT AGENCY: For questions that cannot be answered by the individual agency's Administrative Services staff please contact:
DMB - Vehicle and Travel Services
6951 Crowner Dr., State Secondary Complex
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SUMMARY: Preparation and submission procedures for the travel expense voucher

APPLICABLE FORMS: DMB-23 (Rev. 9/98), Travel Expense Voucher

PROCEDURES:

General Information: The expenses of only one employee shall be included on a single expense voucher. An employee in custodial capacity (who is responsible for and pays expenses of others that accompany him/her) are to include the expense and names of others on the expense voucher.

Items on the travel expense voucher should appear in chronological order and all expenses for the period should be included. Each day's expenses should be shown separately.

Receipts: Receipts for meals and lodging are to accompany the travel expense voucher. Any change in hotel charges during the occupancy shall be explained on the voucher.

Submission: Travel expense vouchers should be prepared, audited, certified and submitted to the department's respective accounting offices within 15 days after the conclusion of the travel or within 15 days after the conclusion of the agency defined travel reporting period.

Submission Examples:

- When it is known that no other expenses will be incurred during an agency defined travel reporting period, a voucher should be submitted within 15 days after the conclusion of travel.
- When expenses total less than \$25.00 per calendar quarter the travel reporting period may be considered to be the calendar quarter and vouchers should be submitted within 15 days after the close of the calendar quarter in which the expense were incurred.

Required Information:

- Employee Name
- Business Phone
- Agency Name
- Social Security Number or Employee ID
- Home Address (for mailing of reimbursement check)
- Official Work Station City & Building - as designated according to Section 4 of the Standardized Travel Regulations
- Permanently Assigned State Car # (if applicable)
- Travel Advance Status (permanent or temporary)
- Travel Advance Amount
- Nature /Description of Official Business: Provide detailed explanation for travel. General statements such as "state business" are not sufficient.
- Period Covered Dates (departure and return dates indicating time in hours and minutes - not military time.)
- Certification of Travel Expense Voucher: The certification of each voucher is to be approved by electronic or manual signature of both the traveler and the head of the agency or authorized agent. An authorized agent may not approve his/her own voucher.

Meals:

- Reimbursement for alcoholic beverages or bartender service is not allowed.
- Group meal rate is allowed when an employee attends a meeting, called by a commission, department or agency head. All meetings need prior approval of department or agency head. Meals at regular staff meetings are not approved for reimbursement.
- Employees attending a meeting with other state agency staff, when at their official workstation, are eligible for group meal reimbursement with a full explanation, including the name of the meeting.
- For impromptu or informal meetings, which involve employees at their official workstation, reimbursement will be at the regular meal rate. Each voucher is to contain a separate certification by the agency head indicating that it was necessary to keep the group together during the meal period.
- Reimbursement for expenses to and from a convention or other formal gathering will be at the normal out-of-state or in-state rates, whichever apply. A full explanation is to be given on the voucher, including the name of the convention.
- No breakdown of the per diem allowance is required on the voucher. The exact days and hours for which per diem is claimed, however, needs to be recorded.

- For trips not involving overnight lodging the total amount claimed for meals cannot exceed the appropriate published rate and must be supported by receipts. This will be included on the employee's W-2 as other income and reimbursement will be taxed.

Mileage:

Totals from city to city should be the same as those shown on the State of Michigan Official Transportation Map. Out of state mileage should be the same as shown on a nationally recognized map.

- Standard Mileage: Is claimed when a driver has access to a state vehicle but chooses to drive their personal vehicle.
- Premium Mileage: Rate is available to employees who have received approval to use their private car when it is in the best interest of the State, an occasional trip is under 100 miles, or a VTS vehicle is not available.
- Vicinity Mileage: Is shown on a separate line and not included in the distance from workstation to destination on a daily basis. Vicinity mileage exceeding 50 miles must be accompanied by an itinerary of the day's travel.

Employees are not eligible to receive a combination of premium and standard mileage reimbursement for a trip. See the Guide to Government procedure 0410.07, page 2, for further explanation.

Lodging: Multiple Occupancy

When two state employees share a room the amount to be reimbursed each employee will be the proportionate share of the total bill, not to exceed the maximum established rate.

If two state employees from the same department share a room, one employee may claim reimbursement for the total stay but must indicate on the voucher the employee's name that shared the room. The employee who is not claiming reimbursement for lodging is to indicate on their travel expense voucher that an overnight stay was involved and the name of the employee who is seeking reimbursement for the lodging.

Miscellaneous Expense:

Allowable miscellaneous expenses, as defined in the Standardized Travel Regulations, can be claimed on a travel expense voucher. These expenses are to be itemized under the date incurred and be accompanied with an explanation and receipt as required.

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