IDAHO STATE POLICE PROCEDURE

04.10 TRAVEL

A. General

All reimbursable travel of Idaho State Police (ISP) employees must be properly authorized; actually incurred; essential in achieving ISP goals or fulfilling responsibilities; and conducted in the most economical and practical manner for the state.

The Board of Examiners travel policy places the primary responsibility for proper control and compliance with State Travel Policies and Procedures with the agency director. The director is the final approver for both travel requests and travel expenses.

ISP procedures mirror the Board of Examiners travel guidelines. Additional guidance for delegated authority processes or other allowable exceptions is provided in this procedure. Employees are encouraged to review this information when planning for travel. Federal reimbursement rates for domestic travel are accessed through the Board of Examiners website.

B. Definitions

"Direct Deposit" means the electronic transfer of a payment from a company or organization into the checking or savings account of its employees.

"Intra-agency" means within a single agency. In this procedure, intra-agency refers to the ISP.

"Official station" means the office where an employee is assigned.

"Travel time" means the time from departure from the employee's official station or residence until the time of arrival at the destination or place of lodging or vice versa.

"Electronic Signature" is an electronic means that indicates approval of the contents of the electronic form, as well as that the person who has completed the form is the person who is requesting approval.

C. Out-of-state Travel Authorization

1. All out-of-state travel must have authorization by the Major/Manager and approval from the Director or Deputy Director before any travel costs are incurred.

2. Normally, travel approval must be requested a minimum of 30 days prior to the scheduled travel.

3. Majors/Managers may approve exceptions to the 30-day requirement based on operational necessity. Documentation of this approval must accompany all claims for reimbursement of travel costs.

4. The traveling employee or designated staff completes the Out of State Travel request and routes it with any necessary documentation through the chain of command to the Captain/Manager.

5. The Captain/Manager ensures that:
   a. all estimated cost information requested on the form is complete, including costs to be reimbursed by a third party;
   b. per diem rates are based on the correct state, federal or foreign travel rates;
   c. reimbursement or direct pay information is correctly indicated;
   d. the correct PCA is assigned for costs of travel charged to the state of Idaho or reimbursable by a third party;
   e. all necessary documentation is attached, and
   f. the Out of State Travel request is routed timely to the Major/Manager, with an electronic signature.

6. The Major/Manager:
   a. provides a final review of the travel request;
   b. approves or denies the travel request;
   c. routes the approved travel request to the Director's Office for final approval;
   d. the Director's Office notifies the traveling employee the disposition of the request via email, through the Major/Manager or designee; and
   e. all approved forms will be maintained electronically.

7. The employee attaches the approved Out of State Travel request to each P-Card reconciliation for the travel. The P-card will not be processed without an approved Out-of-State Travel Request.

8. Supervisors are responsible for auditing all claims for reimbursement under procedure 04.08 Purchasing Card, section C.13.

D. In State Travel

1. An employee planning travel within the state must obtain supervisory approval prior to actual travel or incurring related costs.

2. Costs of travel to attend an interview for intra-agency promotion are reimbursed under this procedure.

E. Travel Logistics

1. The traveling employee makes his or her own travel arrangements or coordinates with support staff to make travel arrangements.

2. Employees traveling to the Meridian/Boise area

a. utilize the ISP/POST dormitory, lodging at Gowen Field, or utilize a list of lodging options available from ISP Training unless alternate commercial lodging receives prior approval from the Major/Manager. Employees choosing to stay with friends or relatives at their homes are not compensated a lodging cost;
b. eat breakfast, lunch and dinner (exception to dinner as noted in c. below) at the cafeteria with these meal costs charged directly to the employee's Program budget, e.g. Patrol. When dining at the cafeteria provide your name and duty station such as "D4 Patrol" so costs of the meal can be accurately billed;
c. eat dinner at the cafeteria or eat off campus as indicated on the Training Request form, which is submitted a minimum of 30 days in advance. Off campus dinner costs are reimbursed at the cafeteria dinner cost of $10.21.
    1) this provision does not apply to recruits attending POST or ATC academies.

3. When specific training conditions create exceptions to the above meal procedures, notify your Major/Manager as soon as possible.

F. Travel Time

1. Compensatory time for travel is granted according to Fair Labor Standards Act (FLSA) regulations, except to employees listed as "non-covered" under the FLSA.

2. ISP also compensates an employee for travel time if:
    a. it is emergency travel occurring after normal working hours requiring the employee to travel a substantial distance;
    b. it is a special one-day assignment requiring the employee to travel to another location and back on the same day; or
    c. travel outside of the normal workday is deemed in the best interests of the state by the employee's supervisor.

3. If an employee on travel status remains at the travel location over the weekend or holiday due to the excessive travel time and cost of returning, the employee is considered off duty but receives reimbursement for lodging and a per diem allowance.

G. Travel Expenses

Idaho State Police requires that all employees use Direct Deposit to receive reimbursement for travel and other expenses submitted on a Cash Voucher.

1. The employee will:
    a. secure an account at a financial institution of their choice;
    b. complete the W-9/Direct Deposit /Remittance Advice Authorization Form located on the SCO website (instructions are provided with the form).

2. Should an employee wish to claim an exemption from participating in Direct Deposit they must complete the EHF 04 10-02 Travel Reimbursement Direct Deposit Exemption Request form. The completed form is sent to the Deputy Director for review and approval.

   Travel expenses are reimbursed for travel beyond a 15 mile radius from an employee's official station as shown on the Idaho Official Highway Map Mileage Chart or the State Travel Mileage Chart available from the Idaho Transportation Department. If calculations cannot be made from these charts, odometer readings may be used.

3. Travel expenses are processed in accordance with ISP procedure 04.08 Purchasing Card:
   a. meal expenses incurred for non-overnight travel are generally not reimbursed;
   b. such expenses may be reimbursed by prior approval from the Major/Manager on a case-by-case basis when special circumstances exist;
   c. a copy of the written approval or documentation of verbal approval must accompany the submitted ISP Cash Voucher; reimbursement for same day travel meals is considered taxable income.

4. Partial day reimbursement is the following percentage of the allowable daily per diem:
   a. breakfast 25%; leave at 7:00am or earlier/return at 8:00am or later
   b. breakfast and lunch 60%;
   c. lunch 35%; leave at 11:00am or earlier/return at 2:00pm or later
   d. lunch and dinner 90%;
   e. dinner 55%; leave at 5:00pm or earlier/return at 7:00pm or later; and
   f. breakfast and dinner 80%.

When meals are furnished by others or as part of a meeting or conference and are identified on an official agenda, the Per diem allowance for the day shall be calculated for only those meals not provided. Complimentary meals or beverages provided by lodging vendors, commercial airlines, or other commercial entities will not be considered when determining Per diem allowances. Tips and gratuity are included in the Per diem allowance amount and cannot be claimed separately, even if the gratuity is unrelated to a meal expense. This includes all amounts related to taxi or airport shuttle services, baggage handling, hotel services, or for which gratuities are usual and customary for the services provided.

5. Evidence of Expenditures: Specific evidence, such as an invoice or receipt, is required for the following travel costs and must be electronically attached to the p-card transmittal or to the cash voucher if applicable:
   a. Lodging expense - The process for selecting a lodging vendor for each official travel day shall consider the proximity to the required work location, room type, and daily rate. Other amenities or premiums offered by lodging vendors can be considered in the selection process, such as on-site restaurants, internet access availability, free breakfasts and beverages, or other services, but the proximity and daily rate should be the primary consideration. At the time a reservation is made or when registering on-

site, travelers should request the "government rate" if available. Lodging provided by relatives or other individuals is not an allowable expense unless they are in the business of providing such services which are publicly advertised and a formal invoice is provided;

b. Airfare - The cost for commercial airfare shall be limited to the lowest available class of passage rate, such as "coach" or similar classification. Airfare at other classes and seat selection or other upgrade fees are not allowed unless properly documented that the seat selection, upgrade fees, or class of passage at a higher rate was necessary due to availability, physical limitations or other factors, and that the ticket was purchased at the earliest opportunity;
c. Airline baggage fee - Baggage fees charged by commercial airlines are allowable not to exceed one checked bag and one carry-on bag per departure unless additional baggage costs are necessary and approved in advance. Any additional costs, such as in-flight services, internet access or entertainment, are not allowable and are the responsibility of the traveler, unless a valid business purpose is identified and approved in advance by the designated authority;
d. Taxi, airport shuttle, or other public transportation;
e. Rental vehicle - Additional insurance should not be purchased when using a vendor enrolled in statewide contracts. The coverage is included in the contract.;
f. Fuel purchase for rental vehicle;
g. Parking fees at airport, lodging facility, or work related location;
h. Conference registration fee and agenda;
i. Telephone, internet access, or other communication fees;
j. Laundry and dry cleaning costs;
k. Cash advance fees; and
l. All other expenses not specifically described but are reasonable and necessary in the conduct of official State business.

Evidence of expenditure must contain the date of transaction, vendor name and location, description and individual cost of each item or service that is claimed. The traveler is expected to clearly document this information if the original invoice or receipt does not contain all required information. If an original invoice or receipt is not provided by the vendor or is lost, the traveler must provide an explanation and document the required information to the extent possible. Mileage from the official primary work station to the airport is reimbursable. Mileage from the traveler's home to the airport is not reimbursable unless it is a shorter distance. If a State-owned vehicle is available to the traveler but for personal reasons a private vehicle is used, the mileage reimbursement shall be limited to one-half the established rate, unless the full rate is authorized by the approving authority with documentation supporting the reason for authorizing the full rate.

When a third party has directly paid or reimbursed the cost of any part of the travel costs, the name and billing address of the third party must be identified and attached to the out of state travel request. If the reimbursement is for in state travel, this information should be attached to the documents for which a reimbursement should be received. Third party reimbursements that exceeds allowable costs of these policies will be returned to the third party or retained by the Idaho State Police if the third party does not provide for partial refunds. Under no circumstance shall the traveler retain any excess over allowable costs.

Travelers will utilize statewide open contracts relating to travel services, as issued by the Department of Administration, Division of Purchasing, to the extent possible.

H. Additional Allowable Travel Expense Reimbursements

The following travel expenses are also reimbursable when necessary to conduct official state business while in authorized travel status:

1. Taxi or bus fares to and from depots, airports, and hotels, and other ground transportation costs:
   a. a receipt is required; and
   b. costs for transportation to restaurants within a 30-mile radius of the employee's destination or lodging are also allowable;

2. Business-related expenses:
   a. including but not limited to internet connection fees, facsimile services, copy services, stationary, postage, or other supplies;
   b. a receipt is required.

3. Customary fees for cashiers' checks, bank drafts, cash advances, or money orders for the purpose of making remittance to the state with a receipt.

4. Registration fees required as admittance or attendance fees for official participation in conferences, conventions, or other meetings with a receipt.

5. Laundry during a state business trip of 5 days or longer duration away from the employee's official station with a receipt.

6. Costs associated with using a travel agency to make travel arrangements with a receipt.

7. Expenses not specifically described in these procedures as an allowable expense, but which nevertheless, are necessary in the performance of official state business:
   a. receipts are required; and
   b. the employee must obtain supervisory approval prior to the expenditure or at the earliest opportunity.

I. International Travel Expense Limits

1. Allowable per diem rates for international travel are in accordance with the U.S. Department of State, Office of Allowances, and Foreign Per Diem Rates. Partial day per diem is:
   a. breakfast – 20% of full day per diem;
   b. lunch – 30% of full day per diem;
   c. dinner – 40% of full day per diem.

2. Laundry may be claimed for trips greater than five days. Actual costs are reimbursed up to the maximum allowable amount. The maximum allowable reimbursement is 10% of the full day per diem.

3. Personal Travel in Conjunction with Business Travel

All costs for personal travel or convenience associated with business travel are borne by the employee and approved by the supervisor prior to travel.

a. The employee provides the supervisor with the following information in writing before travel arrangements are made:
   1) a description of the intended personal travel arrangements;
   2) the anticipated impact to the business travel arrangements; and
   3) expected costs of the travel before and after inclusion of the personal travel.

b. The supervisor reviews the requested travel adjustments:
   1) ensuring no additional cost to the agency;
   2) indicating approval or denial of the request;
   3) retaining a copy until all expenses are reconciled; and
   4) returning the approved or denied request to the employee.

c. The employee attaches the approved request to the original travel voucher when expenses are reconciled.

d. An employee granted leave while in travel status must report the exact date and time of departure from and return to duty on the *Cash Voucher*.