

Procedure: Transportation Expenses & Misc. Travel

Unless otherwise provided by law, these procedures shall be applicable in reimbursing the travel expenses of all employees of ESD. These procedures address:

- Mileage Reimbursement
- Travel by Commercial Carrier
- Out of State Travel
- Miscellaneous Travel Expenses
 - Car Rentals
 - Parking
 - Other
- Travel Reimbursement Claims
- Non-Reimbursable Expenses

To access the current state per diem map for Washington please go to <https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel>
Rates for other states may be found on the Federal GSA site at <https://www.gsa.gov/travel-resources>

Authorized transportation expenses include all necessary official travel on railroads, airlines, buses, private automobiles, other usual means of conveyance, customary tips and gratuities for such, and internet/phone costs to access them. Transportation cost between home and assigned office location is a personal obligation of the individual and is not reimbursed by ESD *except* when on other than a scheduled workday and authorized by a supervisor.

Mileage Reimbursement for Approved Use of Privately Owned Automobile

Reimbursement shall be allowed at a rate not to exceed the current mileage rate established by the Office of Financial Management (OFM 10.90.20). Reimbursable mileage shall be based on departure from assigned office location or residence to destination, whichever is less, and return. Vicinity mileage may be included. Transportation expenses between an employee's official residence and official station are not allowable.

Reimbursement shall be payable to only one of two or more individuals traveling on the same trip in the same automobile.

When driving on official state business, all motor vehicle operators are to have insurance and a driver's license recognized as valid under Washington State law. *This license and proof of insurance must be in the operator's possession while operating any passenger motor vehicle for official state business purposes.* Traffic accidents while traveling on official state business must be reported to the Superintendent or his/her designee within twenty-four (24) hours. A formal accident report must also be completed and filed with the appropriate law enforcement agency within twenty-four (24) hours.

Travel by Commercial Carrier

All travel by commercial carrier shall be approved by the individual's immediate supervisor. Purchase of all commercial transportation shall be done through regular ESD purchasing channels. The signature of the division head on the purchase requisition shall constitute approval as required above. Travel shall be at coach/tourist class fares by the most direct route available (OFM 10.50.45). Exceptions require approval of

the Superintendent. This fare limitation may be exceeded, if necessary, for the Health and Safety of the traveler (OFM 10.10.35), and when disabled persons (and a personal care attendant, if necessary for the disabled person to travel) are required to travel.

Out of State Travel

All out-of-state travel must have prior approval of the Superintendent ([Form 6213-F3 Out-of-State Travel Request](#)), except travel in Oregon that is within 50 miles of ESD or the employees official work station.

Miscellaneous Travel Expenses

Miscellaneous travel expenses essential to the transaction of ESD business are reimbursable to the individual or payable through ESD purchasing channels. Reimbursable expenses include, but are not limited to:

- Taxi fares or ride share (i.e., Uber, Lyft)--including a customary tip
- Car rentals
- Parking fees
- Ferry and bridge tolls
- Internet Service (airplane, hotel)—when determined and approved as necessary to conduct ESD business while on travel status
- Rental of room which is used to transact official business
- Registration fees required in connection with attendance at conventions, conferences, and official meetings

Whenever possible, motor vehicle rentals, registration fees, rental of rooms for official business (ask for government rate, if available, regarding room rental) and other miscellaneous expenses in excess of \$50.00 are not to be paid for by the individual. The purchase of such services should be done through regular purchasing channels (see below). Miscellaneous travel expenses must be specifically identified by item on the travel expense claim. Claims in excess of \$5.00 must be substantiated by receipts, with the exception of taxi fares.

Car Rentals

Whenever possible, and when doing so will not create an unreasonable hardship or risk, economy car rentals or the least expensive mode of transportation should be used. Also, whenever possible, the rental car vendor who has been awarded the current contract under bid award through the Department of Enterprise Services should be used. Refer to [6213-G5 Guideline for State Vendor for Rental Cars](#). Use of alternate vendors should be addressed by memorandum approved by the department's Executive Director / Cabinet member.

Parking

Whenever possible, and when doing so will not create an unreasonable hardship or risk, long-term parking should be used. When long-term parking is available, but a more expensive option is selected, employees must pay for parking themselves (or use agency purchasing card) and will be reimbursed the long-term rate through the travel expense claim process (rate based on current PDX long term parking fee or relevant airport).

Misc. Reimbursement Expenses-Supplies & Other

The expense claim *shall not* include expenses for *supplies & other expenses* exceeding \$50.00 *plus applicable tax*. Such items must be purchased in accordance with requirements prescribed for ESD purchasing channels. *If* such a purchase is necessary, a memo from the employee's immediate supervisor, approving the expense, must be attached to the expense claim.

Travel Reimbursement Claims

[Form 6231-F1 Employee Travel Reimbursement Claim Form](#) shall be used to file reimbursement requests. Forms shall be filed on a timely basis, generally considered to be within 30 days of month end and include complete documentation to substantiate claims. Documentation guidance is available training & applications guides. One month of travel is allowed per claim form.

Travel reimbursement claims are paid in the mid-month accounts payable run. Claims must

- (1) Signed by the employee and the employee's direct supervisor;
- (2) Be fully reviewed by administrative and/or budget personnel;
- (3) Have all required documentation attached; and
- (4) Be turned into Accounting/Accounts Payable

by the posted deadline each month in order to be paid in that month's run. Late claims will be processed in the following month.

Non-Reimbursable Expenses

Certain travel expenses are considered personal and are not essential to the transaction of ESD business. Such non-reimbursable expenses include, but are not limited to:

- Laundry, valet service, entertainment expenses, radio or television rental, and other items of similar nature.
- Taxi fares and ride share services, car rental and other transportation costs to places of entertainment and other similar facilities.
- Transportation expenses between an employee's official residence and official station are not allowable.
- Costs of personal trip insurance.
- Costs of medical and hospital services.
- Costs of vehicle service calls for personal vehicles while on state business, caused by the negligence of the employee (e.g. service charges for the delivery of fuel, retrieval of keys from locked vehicles, jump-starting vehicles when the lights have been left on, etc.)
- Costs for use of high occupancy tolls or other express toll lanes incurred by a personal vehicle

Extenuating circumstances and/or reasonable explanations regarding incurrence of any of the listed expenses may result in reimbursement of such expenses by approval of the Superintendent.

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