



OREGON PARKS & RECREATION
DEPARTMENT

POLICY STATEMENT

APPROVED <i>[Signature]</i>	NUMBER OP 40-03
SUBJECT	EFFECTIVE DATE: <i>3/30/2010</i> Draft Revision – March 12, 2010
Department Travel	AUTHORITY OAM 40.10.00.PO; SEIU Contract; AEE Contract; DAS OAR 125-7-501-125-155-000
	DISTRIBUTION All Employees, Volunteers, and Commission Members

PURPOSE:

To establish Department policy for travel and reimbursement of travel expenses incurred by OPRD personnel, volunteers, Board and Commission members.

POLICY STATEMENT:

It is the policy of the Department to conduct state business and travel in compliance with state laws, rules, and policies. Travel reimbursement is subject to applicable statutes, rules, and policies and is for the sole purpose of Department business.

Prior authorization for travel from the Employee’s manager is required, and can be written or verbal. Alternatives to reduce the cost of travel will be considered, such as telecommuting, go-to or other technological options, car pooling, or communication/reporting techniques. Out-of-state travel requires prior, written authorization from the Director. Volunteers must have prior, written authorization unless travel is specifically incorporated into their position descriptions.

ATTACHMENTS:

Attached to this policy are a number of forms. These are intended to make travel documentation easier to do in a standardized manner, which allows us to be more accountable as a Department. The forms shall be maintained, kept up-to-date, and improved from time to time by the Department Travel Coordinator, an employee in the Financial Services division.

The attachments are located at: R:\Forms\Travel

- Attachment A: Travel Expense Statement
- Attachment B: Alternate Accommodations Worksheet
- Attachment C: Private Vehicle Authorization
- Attachment D: Out of State Travel Authorization
- Attachment E: Travel Cost Comparison
- Attachment F: Missing Receipt Form
- Attachment G: Request for Travel Advance
- Attachment H: Employee Report of Travel Awards

POLICY GUIDELINES:

.1) Applicability:

This policy applies to all OPRD employees, management and non-management, members of Department boards and commissions, job applicants, and authorized non-state individuals, including volunteers, traveling on official state business. Use of the term "Employee" in this policy shall reference all of the previously described individuals.

An Employee is on travel status from the time they leave until the time they return to their official work station. The Employee may leave from and/or return to their place of residence or other specified location instead of the official work station if it is closer, or when there is clear benefit to the Department to do so, and go onto travel status at that time.

.2) Exceptions:

Policy exceptions may be made by the Director on a case-by-case basis, when there is a clear benefit to the Department. Exceptions shall be requested in writing and shall be supported by sufficient documentation per the Director. Policy exception requests shall generally be routed through the Department Travel Coordinator before submission to the Director for approval, and the Department Travel Coordinator shall be copied on any approved policy exceptions.

.3) Meals:

The daily meal allowance is a fixed amount of reimbursement for meals. Reimbursement for the actual costs incurred is typically not allowed. Receipts are not required for meals except as indicated below. The following shall result in an adjustment to the allowable daily meal reimbursement:

- a. Meals that are provided as part of the agenda such as a conference or meeting, shall be subtracted from the daily meal allowance.
- b. If the meal is an agenda item but not included in the fee to attend the meeting, and the selection and cost of the meal are beyond the Employee's control, the Employee shall be reimbursed for the actual cost of that meal. A receipt and copy of the agenda will be attached to the Travel Expense Statement for reimbursement.

For purposes of calculating adjustments to the daily meal allowance, breakfast and lunch each equal 25% of the daily meal allowance; dinner equals 50%.

.4) Application of Meal per Diem Rates

Initial and Final Days of Travel: Daily meal allowances on the initial and final day of travel will be based on the following schedule. Apply the percentage to the appropriate daily meal allowance.

On the initial day of travel if you leave:

Prior to 6:00 am	100%
6:00 am to noon	75%
12:01 pm to 6:00 pm	50%
After 6:00 pm	25%

On the final day of travel if you return:

Prior to 6:00 am	25%
6:00 am to noon	50%
12:01 pm to 6:00 pm	75%
After 6:00 pm	100%

Multiple Locations: A single allowable meal rate is used for an entire day. If an Employee travels to more than one location in one day, the allowable meal rate for the day is the rate for the location in which the Employee will spend the night. However, on the final day of travel, the allowable meal rate is the rate for the location in which the Employee last stayed the night, prior to returning to their official workstation and/or home. When travel in a single day (non-overnight) travel is to multiple locations (more than one work destination), the highest allowable meal rate of the multiple locations is used for the day.

.5) Non-Overnight Travel:

If an Employee is on travel status for two or more hours before the beginning of their regularly scheduled work shift, a breakfast reimbursement equal to 25% of the daily meal allowance may be claimed.

There is no allowance provided for lunch except as noted under "Meals", section .3 (b) of this policy.

If an Employee is on travel status for two or more hours beyond the end of their regularly scheduled work shift, a dinner reimbursement equal to 50% of the daily meal allowance may be claimed.

Breakfast and dinner reimbursements paid to an Employee for non-overnight travel are reported as taxable income to the Employee.

.6) Lodging:

Lodging expenses are reimbursed at actual cost up to the daily maximum allowable lodging rate in effect at the time of travel for the specific destination. Employees must request the specific "government rate" applicable for their destination when making reservations. If lodging is obtained outside Oregon, but the business point of destination is in Oregon, the in-state lodging rate applies.

Itemized receipts are required for lodging. Room taxes are also reimbursable, but are not considered a part of the lodging rate – they are "Miscellaneous Expenses" and must be listed separately on the Travel Expense Statement.

At the Employees' option, they may voluntarily choose to share rooms to reduce travel cost to the state. The Employee paying the lodging expense will be the one reimbursed. Both Employees' Travel Expense Statements must note the shared lodging for audit purposes. The maximum amount reimbursed on a per-Employee basis must not exceed the allowable lodging rate.

A Department SPOTS card may be used to pay for lodging and lodging tax, but only if arrangements are made prior to the Employee being on travel status. The SPOTS card must be charged for the lodging expenses before the Employee's trip. It is inappropriate to pay

hotel charges with a SPOTS card at the time of check-out. An Employee may not use their SPOTS card to pay for their own lodging expense, unless the Employee is part of a group traveling, and that Employee is pre-paying for lodging for the entire group. When a SPOTS card is used to pay lodging expenses, the Employee shall note on their Travel Expense Statement, "lodging was pre-paid with a SPOTS card", and indicate whose card was used.

The following are allowable exceptions to the stated lodging per diem rates.

- a. **Conferences:** When Department Employees are required to attend a conference which involves travel, they will demonstrate every effort to contain costs in a manner consistent with Department policy. If lodging costs at the conference site exceed the maximum allowable lodging rate for that location, alternate accommodations will be sought that are within reasonable proximity, and are otherwise suitable (clean, safe, convenient). If alternate accommodations are unsuitable, a request may be made to the Director who may approve the expense as a policy exception. Attachment B - Alternate Accommodations Worksheet shall be completed and approved prior to travel. If the Director approves the policy exception, this signed form shall be attached to the Employee's Travel Expense Statement.
- b. **Unusual Conditions:** When unusual conditions exist in a location due to an event, occurrence, emergency or other valid situation that prevent an Employee from securing a room within the allowable rate, the Director has the authority to approve lodging reimbursements higher than the allowable rate. The Director will consider requests on a case-by-case basis. Attachment B - Alternate Accommodations Worksheet shall be completed and approved prior to making arrangements. If the Director approves the policy exception, this signed form shall be attached to the Employee's Travel Expense Statement.

.7) Non-Commercial Lodging:

The intent of the non-commercial lodging reimbursement is to reimburse Employees using their personal travel trailer, motor home, tent or staying with friends or family members, and should result in an economic benefit for the state. The allowed reimbursement for all non-commercial lodging is \$25 per night. It is intended that the non-commercial lodging reimbursement apply for any overnight stay away from home that does not take place in commercial lodging.

.8) Vehicle Travel:

When vehicle travel is justified, a state owned vehicle will be used unless travel by a private vehicle is more practical because of cost, efficiency, or work requirements. To ensure cost effectiveness of vehicle travel and to ensure primary use of state-owned vehicles, Employees shall use Department assigned vehicles, DAS Motor Pool state vehicles, and state-contracted rental vehicles rather than private vehicles. However, Department managers may approve use of private vehicles.

The cost and availability of state vehicles should be considered and not the sole purpose of convenience, passengers, or mileage reimbursement. Managers need to be prepared to justify the use of personal vehicles in their Directorate.

Employees shall use Attachment C - Private Vehicle Authorization. This form shall be

completed and approved for a set period of time, not to exceed one-year. The one-year authorization period does not provide a carte-blanc use of a personal vehicle. All travel should consider cost, efficiency and work requirements prior to each trip. The AD should be prepared to explain excessive personal vehicle mileage.

Duration and/or Distance)

To determine the least expensive option of vehicle travel the Department of Administrative Services, Statewide Fleet Administration has provided a simple tool to compare the vehicle options and help determine the most cost effective method for the duration and distance of the planned trip. This Daily Rental Cost Calculator is available at http://oregon.gov/DAS/SSD/FLEET/docs/Fleet_DR_Calc_0911.xls. Compare the estimated total travel cost of a standard sedan in the DAS Daily Rental Cost section against private vehicle mileage reimbursement to determine which is the least cost option. The relative cost based on differences in hours of the Employee's time may also be considered in determining the most cost effective method.

Note: Often times short trips within a city (less than 10 miles round trip) make it more cost effective for an Employee to use their private vehicle so location-assigned vehicles are available for longer trips that may be necessary for others during that same business day.

Route of Required Travel/Suitability

Department managers may grant permission for an Employee to park a state vehicle (department-assigned, or Motor Pool) at their home for a night when a trip requires the Employee to depart early or return late, where it is impractical to pick up or return the state vehicle on the same day. This option shall be considered to help plan an efficient, least-cost method of transportation.

Local travel during overnight travel is reimbursable and includes transportation between places of official business, temporary lodging, restaurants and similar establishments as required for the subsistence, comfort, recreation or health of personnel on travel status.

.9) Commute Mileage

The following are examples that depict situations in which an agency may consider an employee's personal vehicle mileage as business expense and the transportation expenses reimbursable, versus personal commuting and the transportation expenses not reimbursable.

Business Miles versus Commuting Miles

Residence: the place where you personally reside. Mileage between your home and primary work station is a personal commuting expense.

Primary work station: your regular or primary work station or work location.

Temporary work station: a place where your work assignment is realistically expected to last (and does last) one year or less. A temporary work station would also include meeting sites held away from the primary work station.

Quick examples:

Reimbursable state business

- An employee with one or more primary work stations drives from his/her residence to a

temporary work station and returns to his/her residence. [Note: the agency will deduct from the total business miles for that day an amount equal to the commute miles (roundtrip) between the residence and the primary work station.]

- An employee drives from his/her primary work station to a temporary work station.
- An employee drives between temporary work stations.
- An employee works at two places in one day and drives between work stations.

Non reimbursable personal commuting

- An employee drives from his/her residence to his/her primary work station(s).
- An employee drives from his/her residence to his/her primary work station on the weekend.

Comprehensive examples:

State business versus commuting

1. An employee's residence is in Salem but he/she works in Portland. The employee's normal commute mileage is 90 miles roundtrip (RT). The employee leaves in the morning from his/her residence to attend a meeting in Woodburn and returns to Salem. The total distance traveled is 40 miles RT. Because the normal commute miles from Salem to Portland are longer than the distance from Salem to Woodburn, the employee is not reimbursed for the mileage. Under the same scenario, if the meeting is in Albany, and the employee travels a total of 50 miles RT, he/she would still not be entitled to a reimbursement. The *direction* of the temporary work station from the primary work station is not factored into the reimbursement. The normal commute miles must always be subtracted when an employee travels from their residence to a temporary work station.
2. An employee drives from his/her home in Portland to his/her primary work station in Salem. In the afternoon he/she drives to McMinnville to deliver papers at a satellite office and returns to his/her residence.

The trip between the employee's residence and primary work station in Salem is personal commuting and not reimbursed. Reimbursement for the travel from the primary work station to the temporary work station in McMinnville and the return trip to the residence is reimbursed, less an amount equal to the commute miles (one way) between the residence and primary work station in Salem.

3. An employee travels from his/her residence to a temporary work station for the day, driving past his/her primary work station on the way. Is the reimbursement for the mileage from the residence to the temporary work station reimbursable, or is it limited to the distance from the primary work station if it is less?

Reimbursements for transportation for the mileage between the residence and the temporary work station may be reimbursed, less an amount equal to the commute miles (round trip) between the residence and primary work station.

.10) Passengers and Vehicle Use:

Private vehicle use to conduct official state business is subject to the same restrictions and uses as state vehicle use, see OAR 125-155. Passengers are only allowed in state vehicles and private vehicles used to conduct state business to the extent necessary to accomplish official state business, and are subject to the restrictions in DAS Risk Management Policy, State Vehicle Use and Access Rules. Acceptable passengers are individuals that have an interest in official state business employees, volunteers, commission and board members, and agents of the state. Acceptable passengers may be: a driver's aide, contractor, city and county officials, volunteers, other state agency employees.

An Employee may request to travel in their private vehicle for personal reasons. In this case, Employees may choose to take their spouse or children over age 18, who will travel at their own and/or parental risk. This travel may be authorized official state travel or personal travel. For example, if the manager has a state vehicle available and denies the request for personal vehicle mileage, the employee's trip in their own vehicle to the business function is on the employee's own time and cost. The manager can also deny the use of personal vehicles and require the use of the state vehicle.

Only state employees, agents, or volunteers who have a valid driver's license may drive a state vehicle.

.11) Combining Personal Travel with Official State Business Travel:

For in-state and out-of-state travel, if an Employee combines personal travel with official state business travel, reimbursement shall not exceed the amount that it would have cost the state if the Employee had traveled for official state business only. No travel expense reimbursement shall be made for vacation days. No allowance shall be made for family members or increased costs due to family members traveling with the Employee. This provision does not in itself provide justification for using a private vehicle for official state business rather than a state-owned vehicle.

Employees are cautioned that they will be responsible for the costs of any personal travel arrangements should the business event be canceled. Employees leaving on vacation prior to a business event will become responsible for all costs should the business event be canceled at a point that all reservations could have been canceled resulting in no cost to the Department.

.12) Vehicle Insurance

Refer to the current Risk Management Policy Handbook for complete details.

Employees authorized to use a personal vehicle to conduct state business are responsible for carrying motor vehicle liability insurance on their vehicles with at least minimum coverage limits as outlined in ORS 806. Employees should seek the advice of their insurance professional regarding business or commercial automobile coverage.

The Department, through the State Self-Insurance Program, may provide excess liability coverage in the event an Employee's coverage is exhausted due to an accident while using his or her personal vehicle on authorized official state business. Neither the vehicle, driver, nor passengers shall be covered by the state's self-insurance or commercial policy coverage when a private or rental vehicle is used contrary to this policy. If a state vehicle is used outside the course and scope of their position and contrary to this policy, the vehicle and its use may be the personal liability of the driver. The driver may be personally liable for any damage to the state vehicle or harm to any other parties or property. State tort liability indemnification or self-insurance may not apply.

.13) Rented Vehicles:

All Employees shall use the state's contracted vendors for vehicle rentals. Contact the Department Travel Coordinator for assistance with vehicle rentals. The type of vehicle rented

must be reasonable for the required work conditions. Reservations should be made in advance to ensure proper vehicle availability. The state account number must be provided to the rental office to ensure correct rental rates and insurance coverage according to the current contract. Full Liability Damage Waiver and Liability Coverage is provided on all rentals under the conditions of the contract and therefore should not be purchased. If additional coverage is purchased, it is not reimbursable by the Department. The State of Oregon's Self-Insurance Program additionally covers any excess tort liability, therefore fully insuring the Employee when a vehicle is rented for official state business. The state's self-insurance program will apply only when the rental car is used exclusively for official state business. See DAS Risk Management, <http://www.das.state.or.us/DAS/Risk/RisKeyTravelKit.shtml> for complete insurance coverage details.

Any rentals with a different vendor are normally prohibited except under certain conditions, such as vehicle availability or available operating hours at airport locations that do not coincide with flight arrivals. In those instances, the Employee is advised to purchase additional insurance coverage offered by the vendor and will then be reimbursed by the Department.

.14) Out-of-State Travel:

Prior authorization for out-of-state travel is required by the Director. Attachment D – Out of State Travel Authorization shall be completed prior to travel and attached to the Employee's Travel Expense Statement.

.15) Airline Travel:

All airline travel shall be booked through the state contracted travel agency, currently Azumano Travel, unless the travel arrangements are made and paid for directly by an outside entity. All air travel shall be by coach class, regardless of funding source. In order to save on travel charges, all bookings will be made through the state contracted travel agency on-line. The Travel Coordinator is available to book flights. The confirmed itinerary shall be emailed to the Employee with a copy to the Department Travel Coordinator.

In-state air travel must be preapproved. Employees wanting to use commercial in-state airline travel shall prepare a memo of justification, along with Attachment E - Travel Cost Comparison for management approval, before flight reservations are made. A copy of the memo and Travel Cost Comparison will be attached to the travel expense detail statement.

.16) Other Authorized Travel Expenses:

The per diem reimbursement for meals and incidentals is intended to include all gratuities. Authorized miscellaneous travel expenses such as parking meter charges, taxi fares, and bridge tolls are reimbursable. Receipts are required for individual expenses that exceed \$25. If the receipt is lost or unavailable, the Employee shall complete Attachment F – Missing Receipt Form and include it with the Travel Expense Statement. Authorized miscellaneous travel expenses that are individually less than \$25 may be reimbursed without a receipt; a clear description of the expense shall be included on the Travel Expense Statement. Any reimbursement for non-travel related expenses (i.e. office supplies) must be accompanied by a receipt regardless of the amount.

Employees may be reimbursed for reasonable ATM cash withdrawal fees from a personal account, whether credit card or debit card. Receipts are required. Reimbursable withdrawal fees are limited to once prior to travel, and once every three to five days of continuous travel thereafter. Employees are cautioned that they are liable for the cash in the event of theft or loss and shall not be reimbursed for thefts while on travel status.

.17) Phone Calls:

Reimbursement for personal telephone or cell phone use for official business while on travel status is permitted with documentation showing date, minutes of business call and appropriate computation of the cost per minute. Personal telephone bills reflecting the eligible calls can serve as a receipt. Personal calls for this purpose shall be limited to one call on the first day of travel and every other day thereafter and shall be limited to no more than ten minutes or similar amount over the period of travel.

.18) Gasoline Expense:

Gasoline expense for State-owned vehicles shall be paid with a Voyager Credit Card. It is the Employee's responsibility to be certain the Voyager card is in the vehicle, and that the service station will accept the Voyager card. As a general rule, use of a personal credit card will not be used unless the Voyager card is rendered unacceptable. A copy of the receipt and explanation must be attached to the travel expense statement.

.19) Personal Expenses:

Examples of personal expenses that are not considered part of official state business include parking tickets, hotel safe fees, purchases of a personal nature or the benefit is not related to work.

.20) Payment and Rates:

The recommended method of paying for travel-related expenses is with the use of the Corporate Travel card. Employees who travel regularly may apply for and use the Corporate Travel Card to reserve and pay for lodging, reserve and pay for rental vehicles, meals, fares, fees and other travel-related expenses. It shall not be used for entertainment, alcohol, personal gifts, flowers, or to make purchases of a personal nature or benefit. Employees who travel infrequently may choose to pay for their travel expenses using their own resources. Submitting a Travel Expense Statement immediately following the end of travel will ensure prompt reimbursement.

.21) Travel Advances:

Travel advances are generally discouraged. Lodging is the major expense of travel, which can be pre-paid with a corporate travel or Spots card. Travel Advances may be authorized when: (a) the Employee has been denied a corporate travel card, (b) is newly hired and must travel prior to a corporate travel card being issued, or (c) the Employee travels infrequently.

To request a travel advance, the Employee must complete Attachment G – Request for Travel Advance. The signed form must be delivered to the Department Travel Coordinator for processing. A Travel Advance will not be issued more than 15 days in advance of travel. Employees are encouraged to submit their requests at least 10 days in advance of travel to allow time for processing. Employees must then submit a Travel Expense Statement within 10 days of the end of travel to reconcile actual expenses to the amount of the advance. If

actual expenses exceed the advance amount, the Employee will be reimbursed the difference. If the amount of the advance exceeds actual expenses, the Employee must include repayment of the difference with the Travel Expense Statement.

Employees are cautioned, they bear 100% liability for loss or theft while in possession of cash obtained from state travel advances.

.22) Timeliness & Travel Expense Statement:

The Travel Expense Statement must be completed in its entirety, signed by the Employee and approved and signed by the Employee's manager before it shall be reimbursed. The Travel Expense Statement must clearly state the business purpose of travel. Employees must complete the travel awards disclosure box, and if applicable submit Attachment H – Report of Employee Travel Awards with their Expense Statement. Reimbursements will not be processed if this is not done.

It is the Department's policy to reimburse Employees as quickly as possible following travel. Employees shall submit their authorized travel expense statements within 30 days from the end of travel, but not more often than twice per month. If the Travel Expense Statement is submitted after 60 days from the end of travel, the Director or his/her assignee must approve before reimbursement. Claims for a prior biennium can not be paid for from current biennium resources.

Employees may not claim reimbursement for the expenses of another.

All travel claims are subject to detailed audit by the Department Travel Coordinator, the Department Internal Auditor, and the Secretary of State. The Department Travel Coordinator shall review and audit travel claims on an ongoing basis and report findings to the Director and/or his/her assignees. All Employees must fully comply with requests for records and documentation relating to any travel expense reimbursement claim.

.23) Travel Awards and Incentives:

Any travel awards earned and accepted during official state business travel are the property of the State of Oregon and must be used only to reduce the cost of future state travel. 'Travel award' means any object of value awarded by a business providing commercial transportation or lodging, which can be used to reduce travel costs. Travel awards include, but are not limited to, airline frequent flyer miles, hotel or car rental customer award bonuses, meal rebates, points, free rental days, or hotel stays. Travel awards also include airline flight segment certificates or dollar bonuses that are offered to a traveler who is voluntarily or involuntarily bumped from an oversold flight. Similar inconvenienced customer rewards offered by hotel or car rental agencies shall also become property of the state. The Department Travel Coordinator will track Employee travel awards and complete the required annual report to DAS, State Controller's Division.

Travel awards may not be used to upgrade airline tickets, hotel accommodations, car rentals, or any other travel accommodations. They must be used to pay for allowable travel expenses related to official state business. The use of travel awards or incentives obtained while conducting official state business for personal travel constitutes personal financial gain from state employment and violates ORS 244.040, the state's ethics laws.

.24) Travel Paid by Outside Entity:

Travel for official state business that is directly paid for, or reimbursed by an outside entity must support the agency's mission, and must be conducted under the same allowed state travel rates and policies as all other state business travel. This type of travel must be approved by the Director. Employees may not accept travel expense reimbursement from outside entities. Payment must be made to the Department or directly to travel vendors. Employees are required to fully disclose all payments made by an outside entity.

Some Federal agencies reimburse travel exclusively by direct deposit to the bank account of the traveler, and will not deviate from that method. If an Employee receives an ACH deposit directly to their account, the Employee is required to remit a check to the State for the amount of the deposit and provide documentation of the amount deposited. The Employee will then complete a Travel Expense Statement to be reimbursed per state policies.

.25) Provisions for OPRD Commissioners:

OPRD Commissioners on travel status shall use state per diem rates for meals and lodging, but if necessary may claim reimbursement for actual and reasonable travel expenses incurred in the course of their official duties. If actual and reasonable expense reimbursement is requested, receipts must accompany the request. Gratuities up to 15% of actual meal costs are permissible if reasonable and necessary for the conduct of state business; gratuities must be documented on the receipt. Commissioner travel in personal vehicle for Commission meetings is authorized state business, therefore personal vehicle mileage is allowed. Passengers travel at the risk of the driver and not the state.

.26) Provisions for Non-State Employees:

For non-state employees including volunteers, students, job applicants and members of state advisory committees, reimbursement for official state travel may be paid, either directly or indirectly for costs of meals, lodging and transportation when pre-authorized by the appointing authority and on official state business. Reimbursement is based on state per diem rates, but may be for actual and necessary expenses in unusual circumstances. Requests for reimbursement must be on the approved Travel Expense Statement, accompanied by necessary receipts and signed by the manager.

.27) Interviews:

Employees are allowed two hours of agency paid time for interviews to obtain a position with OPRD or another state agency. Employees must provide reasonable notice and receive management approval prior to the interview. OPRD employees are allowed to use a state vehicle for interviews to obtain an OPRD position as long as they are not on leave status.

