

# IDOH Travel Guidelines

## Table of Contents

Establishing Travel Status	p. 2
Authorization for Out-of-State Travel (Travel Authorization)	p. 3
Expense Report for travel reimbursement	p. 4
Automobile Travel & Mileage Reimbursement	p. 5
Per Diem Subsistence	p. 7
Lodging	p. 8
Specifics for Out-of-State Transportation	p. 10
Air Travel	p. 11
Event Registration	p. 12
Extending a Business Trip with Personal Time	p. 12

## **Establishing Travel Status**

The Traveler must be placed into “Travel Status” which requires the Supervisor to create a Travel Status Memo (example below) for the traveler.

Date: month/day/year  
To: IDOH Travel Manager  
From: Supervisor Name, Title  
Subject: Travel Status  
Please place the following employee on travel status:  
Employee Name  
Employee Home Address  
Employee Social Security Number (SSN)  
Employee Position Control Number (PCN)  
Official Workstation (i.e. 2 N. Meridian)  
Effective Date of travel status  
I have reminded the employee that they are expected to have a valid driver's license to be placed in travel status and to receive mileage reimbursement.  
\*\*Attachment: photocopy of valid driver's license

The Indiana Department of Administration (IDOA) Travel Management Office implements and enforces policies, rules, and regulations for state employee travel. All State employees and Contractors are expected to read and abide by the current State Travel Policies and Procedures. Current information is available online at <http://in.gov/idoa/2459.htm>.

Traveler must have a valid driver's license and car insurance.

- A State employee must use the Travel Module for reimbursements.
- The State employee needs to complete the Travel Module Training for reimbursements. The training can be accessed by using this link: <https://www.in.gov/idoa/state-purchasing/travel-services/peoplesoft-travel-and-expenses/t-and-e-successfactors-training-resources/>  
Complete the **Travelers and Submitters** trainings from that link.
- Contractors submit their travel to their employer. They don't use the Travel Module for reimbursements.

## **The Travel Authorization (TA) for out of state trips.**

Travel Authorization (formerly the SF 823, commonly referred to as a G10) should be entered in PS Financials and submitted for approval 35 days prior to the date of travel.

- Any travel out of state requires prior TA or Contractor G10 approval. Failure to receive proper authorization can result in denial of reimbursement for the traveler's expenses.
- The Travel Authorization (TA) or Contractor G10 should be completed by the Department's Administrative Assistant, not the traveler.
- Prior authorization is required regardless of the source of funds financing the travel.
- If there is no cost, the Travel Authorization should have one Expense entered as \$1 with a note "Paid by Third Party."
- Contractor no cost travel should show .00 on Contractor G10 form with a note "Paid by Third Party"
- Attach a conference agenda that provides information on start time, ending time, meals provided, etc.
- Traveler must emphasize the need for the trip. Justification may begin with these types of phrases:
  - "It is critical this traveler attend due to ..."
  - "State will benefit as a result of ..."
  - "This event directly relates to the job duties of traveler, including ..."
- Justification should go beyond stating that a federal grant requires an IDOH attendee.
- Only (1) trip request should be listed on a TA unless the dates are back-to-back.
- If multiple travelers are attending the same event, the names of the other travelers should be included in the comments on each traveler's TA. This is true even if attendees are from different program areas within IDOH.
- A Contractor has the Admin Assistant complete a G10 form for their approval. It's not done through the Travel Module.

## **Expense Report (ER)**

- All State employee travel reimbursements must be entered in PeopleSoft Financials.
- In-state travel and out-of-state travel can not be entered on the same ER. They are processed differently and must be submitted on separate ER's. Out-of-state trips are copied from the TA in the Travel Module and In state travel isn't.
- A travel date must be noted on every expense line. If the expenses are still for the same day, the same date needs to be entered on the Expense Report until the next day of travel occurs.
  - For example, all June 1<sup>st</sup> travel expenses can be entered line by line until the traveler is ready to enter the next travel date's expenses.
  - For lodging, if there are multiple nights, each night should be separated by date. The grand total can't be on one Lodging expense line.
- Expenses from multiple in-state trips should be submitted on an Expense Report.
- Expenses that are reimbursable must be listed as **Employee Paid**.
- All expenses related to the out of state trip should be coded as Out of State Billable.
- When entering the addresses for mileage, the system will calculate the total. If an address shows an error, use this link: <https://maps.oracle.com/elocation/ajax/index.jsp>
- If traveler prefers to use the Google Maps shortest distance to claim mileage instead of using the ER calculations, the Google Maps must be attached to the Mileage Expense line.
- If submitting fuel reimbursement for a rental car, the proof of rental is required and must be attached to the Expense Report along with the gas receipt. This can be the paperwork received when the car was returned or the signed Vehicle Lease Agreement. The fuel expense will be Ground Transportation.
- When using a personal vehicle, the traveler will be paid mileage at the current rate per mile. Don't attach a fuel receipt.
- Internal Revenue Service Publication 463, "Travel, Entertainment, Gift, and Car Expenses", requires for an "accountable plan" (not taxable) travel reimbursement, the employee must "account for your expenses within 60 days after they were incurred". Thus, an Expense Report must be submitted for reimbursement within this time period.

## **Automobile Travel & Mileage Reimbursement**

When State travel is (a) within the state or (b) 150 miles or more per day of the State employee's station, the preferred travel methods are ranked as follows:

- State-owned vehicle (fuel paid by State gas card)
- Enterprise rental car (fuel paid by employee and reimbursed on an ER or paid by State gas card)  
CONTRACTORS CAN'T USE ENTERPRISE RENTALS. They aren't included in the contract between the State of Indiana and Enterprise.
- Personal vehicles with mileage reimbursement are capped at 150 miles. **Since Contractors can't use a rental vehicle, they claim full mileage.**

**When the State employee or Contractor utilizes their personal vehicle, they are responsible for ensuring their automobile insurance covers business use of their personal vehicle. The State is not liable for the employee's vehicle.**

If the Rent vs Mileage calculator shows a rental is more cost effective (over 150 miles per day), the State employee will be reimbursed the cost of a rental or 150 miles, whichever is less. If it shows mileage is less than rental, the traveler can claim the full mileage. The Rent vs Mileage calculator is found:

[https://legacy.enterprise.com/car\\_rental/mileageCalculator.do](https://legacy.enterprise.com/car_rental/mileageCalculator.do) it will calculate the costs of mileage and a rental.

## **Out-of-State Mileage Reimbursement**

- The State will reimburse mileage between the airport and either a traveler's workstation or a traveler's home, whichever distance is shorter.
- If traveler parks in the long-term airport lot, State will reimburse mileage for one (1) roundtrip to the terminal plus the cost of the terminal daily long-term parking rate (maximum \$9 per day).
- If traveler is dropped off and picked up from the airport, the State will reimburse mileage of two (2) roundtrips no parking.
  - Reimbursement for two (2) roundtrips is allowable only if the total does not exceed the cost for long-term airport parking plus one (1) roundtrip.
  - The State does not reimburse short-term parking for someone to see the traveler off.
  - Taxi/Uber service is reimbursable for trips to/from Indianapolis International Airport up to \$22 each way. If a waiting fee is charged, the traveler won't be reimbursed for it. If traveler uses Uber cash, they won't be reimbursed for it.
  - For mileage, if station is home based, need to notate it in the description box.

## **Completing the Expense Report for Mileage Reimbursement**

- If the traveler prefers not to use the address calculating option in the Travel Module, they must use the shortest distance between two points when listing their mileage in the Expense Report. Consult an online source when calculating mileage. Preferred online sources include:
  - MapQuest <http://www.mapquest.com/>
  - Google Maps <https://www.google.com/maps>
- Attach printed directions to the mileage expense line.
  - Click maps and directions / online driving directions
  - Click route type
  - Select shortest distance under Options
- Always list the Starting address and Ending address on the Expense Report.
- Any unusual circumstances (i.e., detour, rode with other State employee, drove State car) should be noted in the description box of that expense line on the Expense Report.
- If you are riding with another State employee, the State will reimburse only the driver. The passenger can't claim mileage.
- The State does not pay mileage to or from non-station work to restaurants/dining.
- Any additional miles due to detours, construction, etc. must be noted and explained to qualify for reimbursement. The alternate route must be mapped with mileage calculated.
- Toll road receipts must be attached to the Parking & Tolls expense line.
- The State employee must submit their Expense Report within 60 days from the date the travel occurred. The expense report must be approved by IDOH and routed to the Auditor of State within the 60-day submission deadline. (Allow 2 days for the approval process.) Travel dates over 6 months can't be reimbursed.
- Any mileage over 150 miles per day will be capped at the 150 miles or cost of rental, whichever is more cost effective.
- All expenses accrued for one trip need to be listed on the same Expense Report.
- Multiple dates should be listed in one Expense Report.
- In state and out of state travel can't be on the same Expense Report.
- Out of state expenses are copied from an existing TA. In state expenses are manually entered on an Expense Report.

### Per Diem Subsistence

- To be eligible for per diem subsistence, travel must include an overnight stay. Single-day trips are not eligible for per diem.
- Traveler must provide proof of lodging and attach it to the Per Diem expense line for per diem reimbursement.
- If traveler is requesting per diem, provide the following times on the Expense Report:
  - Departure time at the beginning of the trip-Actual time you left.
  - Arrival time at the end of that same trip-Actual time you arrived home.

No details of the timeline in between arrival and departure are necessary for Finance or Auditor.

	IN-STATE	OUT-OF-STATE
Departure before 12:00 PM	\$41.00	\$52.00
Departure between 12:00 PM and 4:30 PM	\$20.50	\$26.00
Departure after 4:30 PM	NONE	NONE
Return before 12:00 PM but after 7:30 AM	\$20.50	\$26.00
Return after 12:00 PM	\$41.00	\$52.00

- If a conference/seminar registration fee includes a meal, the provided meal must be deducted from the traveler's per diem. Traveler must deduct any meal included in the registration from their per diem regardless if the traveler ate that meal.

	IN-STATE	OUT-OF-STATE
Breakfast	\$10.25	\$13.00
Lunch	\$10.25	\$13.00
Dinner	\$20.50	\$26.00

- Traveler should select from one of three options when indicating per diem claims:
  - All meals provided; no per diem claimed.
  - Some meals provided; deducting the following meals: (List all provided meals)
  - No meals provided; all per diem claimed.
- Traveler doesn't have to deduct continental breakfasts from per diem.
- Traveler doesn't have to deduct airplane meals from per diem. The time a traveler leaves their station and returns to their workstation determines if a meal will be reimbursed.
- If the traveler is driving to Indianapolis on a Sunday to report to work on Monday, they can't claim per diem for Sunday.
- When two time zones are involved on one trip, please retain the State of Indiana time zone when reporting departure time and arrival time. It is expected that traveler leaves from and returns to the same time zone.

## **Lodging**

### **Prior Approval and Booking**

- Traveler seeking overnight lodging must have prior approval from their supervisor before staying in a hotel.
- Lodging must be over 50 miles from the traveler's workstation and home to qualify for reimbursement.
- Overnight travel is not necessarily required or approved simply because the distance exceeds 50 miles.
- **Traveler should not reserve a nonrefundable room.**
- Traveler can't accrue membership rewards on an overnight stay for State business.
- **The State is not responsible for reimbursement when a traveler neglects to cancel a reservation.**
- When a hotel bill is to be paid by the State Travel Card (T-Card), send the confirmation to [IDOHtravels2@health.in.gov](mailto:IDOHtravels2@health.in.gov) before traveling. This specifies the hotel name and address, confirmation number, dates of stay and room rate. **This should be done at least 48 hours prior to the date of stay. If it is sent later, the traveler runs the risk of paying for the room and submitting for reimbursement. If the reservation is more than the State rate, the TCard can't pay for the stay. The traveler would pay the lodging and submit the cost at the State rate plus tax at that rate. The hotel receipt must be attached to the Lodging expense line in the Expense Report when submitting reimbursement.**
- Contractors can't use the State credit card; they must pay for their stay and submit reimbursement through their employer.

### **Hotel Rate**

- Hotels may request to see State ID to verify the State Government Rate.
- The current Indiana State overnight lodging rate is \$110 per night except the following locations with their rates are as follows: Indianapolis/Carmel= \$133, and Lafayette/West Lafayette= \$123.
- The maximum State rate is \$110 if destination isn't listed above.
- Taxes should be paid and reimbursed if lodging is paid by a personal credit card. **Lodging transactions using the State T-Card are tax exempt.**
- If a hotel informs that their government rate is more than the rates above, the traveler needs to find a hotel that will honor the current in-state rate or will be required to pay the hotel and be reimbursed the State rate plus tax on their travel voucher.
- Some hotels confuse the Federal rate and the State rate. Ensure your hotel is using the amount of the State rate.
- The IDOH TCard can't be used for Third Parties. If a traveler uses 3<sup>rd</sup> party and it's not refundable, the traveler won't be reimbursed for cancellations.

- The IDOH TCard can pay the room only at the State rate. **All incidentals will be the traveler's responsibility. This includes parking, phone charges, room service, etc.** Parking will be reimbursed on the Expense Report using the Parking & Tolls expense line. The receipt must be attached.
- IDOH TCard can't be used for Contractor's lodging. They must pay and submit reimbursement from their employer.

#### Checking Out

- An itemized hotel bill reflecting a \$0.00 balance is to be entered in the Expense Report for per diem and hotel reimbursements. It must have the traveler's name on the receipt.
- **Express checkouts do not always provide traveler with an original itemized hotel bill reflecting a zero balance which is required to be reimbursed for per diem.**
- When a hotel bill is paid by the State T-Card, retain the hotel receipt received at checkout showing a \$0.00 balance. Your workstation and home address need to be written on the receipt. **Scan and email this receipt to [IDOHtravels2@health.in.gov](mailto:IDOHtravels2@health.in.gov) upon your return** and attach the original to your Expense Report.
- Traveler is responsible for checking out of the hotel on time and ensuring the charges are correct. The state will not reimburse additional expenses for early check in or late check-out.

#### Other Expenses on the Hotel Bill

- Calls on the hotel bill are assumed to be personal and will not be reimbursed. If calls are business related, traveler must note "business related" on the hotel bill.
- Some hotels charge for local phone calls or assess a fee for credit card calls. Investigate these rates and fees before making a call from your hotel room.
- Paid internet access is for business use only. This charge will be indicated on your itemized bill. Traveler is responsible for knowing what fees will be charged for internet use. Be aware if the fee fluctuates based on how many times you log on or long you remain online. **The TCard can't pay for the charges.**
- The State will reimburse for parking at hotels if free parking is unavailable. Receipts must be attached to the expense line on the Expense Report to claim for reimbursement. Hotel parking should be included on the hotel bill.
- The State will not reimburse for valet parking if self-parking is available.
  - If valet parking is charged on the hotel bill, and this was the only hotel parking available, traveler should indicate on the hotel bill "Valet Parking was only parking available at this location."
  - If valet parking is charged on the hotel bill, and self-parking is available, traveler should indicate on the hotel bill "Self-Park Rate @ \$\_\_\_\_/day." The state will reimburse only the self-park rate on the Travel Voucher.

#### No-Cost Lodging

- When staying with a relative or friend (someone not in the business of providing lodging), written proof of lodging is required to claim per diem reimbursement.
- No reimbursement is ever paid to the relative or friend providing this lodging.

- If traveler qualifies, proof of lodging documentation is required for traveler to receive per diem. Proof of lodging must include:

1. Traveler's name
2. Dates of stay
3. Address of relative or friend
4. Signature of relative or friend

#### Out-of-State Lodging

- State employee is responsible for reserving lodging. (Switched to TCard when IDOA approves the trip)
- When making a hotel reservation, the traveler shall:
  - Use his/her charge card to secure confirmation.
  - Note confirmation number.
  - Inquire about ground transportation from airport to hotel.
  - Inquire about hotel taxes.
  - **Not reserve a non-refundable room.**
- There is no maximum rate for out-of-state lodging, but IDOH Travel Management and IDOA monitors these rates and may require alternate lodging arrangements if it seems the rate is excessive for the location.
- **Traveler is responsible to cancel their lodging reservation if needed.**
- Luggage fee refund is no more than \$30.00 each way for a maximum of \$60.00 unless flying United their cost is \$35 each way for a maximum of \$70.00.
- Parking refund per day is no more than \$9.00.
- Mileage to and from the airport leaving your workstation has been predetermined by IDOA (Pg 5)
- The State does not reimburse short-term parking for someone to see the traveler off.

## **Specifics for Out-of-State Transportation**

- State employees traveling to locations within a 4-hour drive time are generally expected to travel by Enterprise rental car (for example: Indianapolis to Chicago). If the State employee wants to use their personal car, they will be capped if a Rental is cheaper.
  - If individual circumstances necessitate airline use within the 4-hour-drive radius, this must be approved in advance by IDOH and IDOA.
- When a State Employee leaves the state of Indiana and travels a distance greater than 250 miles from their station, the preferred traveling methods are ranked as follows:
  - Commercial air
  - State owned vehicle or Enterprise Vehicle
  - Personal vehicle
    - If traveler wants to drive their personal vehicle in lieu of traveling by air, a cost comparison of the two modes of travel (airfare estimate and roundtrip mileage from Google Maps shortest distance) must be provided for approved.
    - If needed, a cost comparison should compare mileage reimbursement to airfare, as well as additional per diem and/or lodging that may be incurred by selecting a lengthier mode of travel.
    - IDOA has the right to deny a more costly mode of travel even if it is the traveler's preferred method.
    - **CONTRACTORS CAN'T USE ENTERPRISE RENTALS. They aren't included in the contract the State of Indiana has with Enterprise.**
- The TA should be completed by the Administrative Assistant, not the State employee.
- Upon return, the ER must be copied from an existing TA. The system will create the ER and the traveler will change the estimated amounts to the actual amounts and attach the receipts.
- Any expense listed that wasn't incurred must be deleted from the ER.
- The CTM Ticketed Itinerary (**not the Booking Confirmation**) needs to be attached to the Airfare Expense Line. The amount must match what's shown on the Ticketed Itinerary. A copy of the Ticketed Itinerary must be sent to the IDOH Travel inbox: [IDOHTravels2@health.in.gov](mailto:IDOHTravels2@health.in.gov)
- The Registration receipt must be attached to the Registration Expense Line.
- The Contractor G10 form is completed by the Administrative Assistant, not the Contractor.

## **Air Travel**

- For preliminary information on airfare, the traveler's Administrative Assistant should find an estimate through the <http://us.travelctm.com/in/> website for the CTM Travel Agency.
- Out-of-state travel must be arranged through IDOH. Accommodations and airfare are purchased after approval by IDOA.
- Airfare for State employee travel is paid by the State T-Card when the TA has been approved by IDOA unless there is personal time. If personal time is involved, see below.
- Airfare for a Contractor travel is paid by them and reimbursed by their employer. Contractors should not purchase airfare prior to approval of the G-10 request. Contractors can't use the CTM website to purchase their airfare.
- The State may only purchase airfare in coach class on a commercial airline. Contractors must purchase their airfare in coach class on a commercial airline.
- A State employee or Contractor will need to use the airport closest to their residence if leaving from home. It is possible that a State employee could be required to travel to a particular airport or on a particular airline to avail the State of a reduced group airfare.
- Once approval is obtained and arrangements have been made, the traveler sends the ticketed Itinerary Invoice (E-ticket) to the [IDOHTravels2@health.in.gov](mailto:IDOHTravels2@health.in.gov) . It's needed for the credit card.
  - The State incurs a charge for any changes made to the itinerary. Changes should be avoided whenever possible.
  - Canceled tickets carry a penalty fee and are not reimbursable.
- Traveler is responsible for confirming information on both the Itinerary and the Itinerary Invoice.  
Items to confirm include:
  - Correct spelling of traveler's given name. Traveler's name on the Itinerary should be identical to traveler's name on their driver's license. Any discrepancy may prohibit traveler from board the airplane.
  - Accuracy of travel dates, departure times, and arrival times.
- If emergency occurs or any travel arrangements change, traveler must notify [IDOHTravels2@health.in.gov](mailto:IDOHTravels2@health.in.gov) as soon as possible.
- If the traveler uses personal time with their out of state trip, the traveler will have to purchase their ticket after IDOA approval and will be reimbursed up to the IDOA cap on their expense report. The State credit card can NOT be used if there is personal time involved and the CTM (State's travel agency) can't be used to book the flight.
- **If using Frontier or Spirit, travelers can't be reimbursed for bundles.**

## **Event Registration**

- Traveler shall not pay for event registration **prior** to approval of the TA or Contractor G10 form. Doing so is at the traveler's own risk. **If IDOA denies traveler's TA request, traveler will not be reimbursed for event registration fees.**
- The State can pay for event registration using the State T-Card after traveler's TA is approved.
- Contractor must pay for event registration after the Contractor G10 is approved.
- Traveler must include all event registration informational materials and forms in the TA.

## **Extending a Business Trip with Personal Time**

- Traveler may extend your business trip by fewer than or equal to the number of days of your approved travel.
  - Example: approved conference runs four (4) days. Traveler may stay for an additional one (1) to four (4) days while on travel status.
- Neither per diem subsistence nor lodging expenses may be claimed during traveler's vacation or personal leave time.
- If personal time is prior to a State business trip, traveler is on their own time until the start of official State business.
- If personal time is after a State business trip, traveler is on their own time after the official State business ends.
- Personal time may be used either before or after official State business. Traveler may not use personal time both before and after official State business.
- If the State employee uses personal time with their trip, they must purchase their airline ticket after IDOA approval and submit reimbursement up to the approved amount on their Expense Report. The State credit card can NOT be used if there is personal time involved. If the airfare with personal time costs more than the airfare for the State time, the traveler will be reimbursed the amount for the State time.

**Remember: The State is frugal.  
Treat State travel dollars as your own.  
The early bird gets the trip.**

