

DFCS Travel Policy Updates – 2016 (CORRECTIONS)

Effective Date:

November 1, 2015

Based on questions received from the field, we realized that we had some discrepancies between the policy and our forms that had to be corrected, they are as follows.

General Travel Policy:

Travel expense statements that include individual rental vehicle expenses must be submitted to accounting no later than 15 calendar days after completion of travel. (page 2) We are required to pay Enterprise within 30 days.

If travel advances are not turned in within 60 days, the funds will be recouped from the employee's check. This includes cash advances, hotels, and rental cars. They will not be allowed to turn in the travel late and receive the funds back.

Meal Reimbursement:

For trips involving multiple travel destinations or overnight travel, base the per diem rate on where the night was spent. (page 7)

If meals are paid due to 13 hours day AND 50 miles away from office, per diem is at the rates where the day ends.

Travel Advance Forms:

Effective 11/1/2015, Travel Advance forms must be TYPED, so that the form self-calculates. Hand written documents will not be accepted.

Rental Vehicle versus Personal Vehicle

Policy states that for 126 miles and above traveled in a day regardless of overnight status the cost comparison's mode of travel deemed best value must be used. Rental was deemed "best value" and not used therefore personal vehicle mileage reimbursement is to be at the TIER 2 RATE of 0.23. Please correct statement to reflect this rate or provide justification from car custodian (for agency rentals) **and** Enterprise for individual rentals.

Policy states that for 126 miles and above traveled in a day regardless of overnight status the cost comparison's mode of travel deemed best value must be used. Personal vehicle was deemed "best value" and was not used therefore cost of the rental and any gas is at the traveler's expense. Please correct your travel statement to include the miles driven in the rental vehicle for reimbursement at the TIER 1 rate. The cost of the Rental will be reduced from your next payroll check.

Completing the Cost Comparison Form (The cost comparison must be completed BEFORE renting the vehicle)

Employees must enter the number of Business Miles based on a computer generated map program including 30 miles per day for going to and from your trainings/conferences, meals, etc. as part of your business miles. This will allow us to ensure that the maximum miles are figured when determining the most cost effective means of transportation.

For all multiple day travel: If traveling for multiple days in a row, **whether overnight or not,** to attend trainings, meetings, or conferences, the employee must **combine the miles** when completing the Cost Comparison Form to determine the most cost effective means of transportation.

Agency and Individual Monthly Rentals

We need all counties to provide us with a completed Agency Monthly Rental Contract form for EACH VEHICLE, see updated form, so that we can ensure we account for all vehicles. This request will be submitted to the DFCS Travel Waiver Unit. The approved Agency Monthly Rental Contract form will be emailed from DFCS Travel Waiver Unit back to the DFCS office to submit to Enterprise before they will allow you to pick up a monthly rental. Contact your regional accounting office for assistance. Cost effectiveness will be reviewed quarterly.

We need all counties to provide us with a completed Individual Monthly Rental Contract form for EACH VEHICLE so that we can ensure we account for all vehicles. This request will be submitted to the DFCS Travel Waiver Unit. The approved Individual Monthly Rental Contract form will be emailed from DFCS Travel Waiver Unit back to the DFCS office to submit to Enterprise before they will allow you to pick up a monthly rental. Contact your regional accounting office for assistance. Cost effectiveness will be reviewed quarterly.