



Successful Youth • Strong Leaders • Safer Communities

# POLICY

**SUBJECT:** Employee Travel and Reimbursement  
**NUMBER:** MGT-603-14  
**APPLICABLE TO:** All DJS Employees

**APPROVED:** \_\_\_\_\_ /s/ signature on original  
Sam Abed, Secretary

**DATE:** 4/3/14

## I. POLICY

This policy provides for fair, consistent, and cost-effective administration of staff travel and expense reimbursement.

## II. AUTHORITY

- A. Md. Code Ann., Hum. Servs., §§ 9-203 and 9-204
- B. Md. Code Ann., State Fin. & Proc., § 10-203
- C. COMAR 23.02.01.
- D. American Correctional Association (ACA) Standard, 4-JCF-6B-15

## III. DIRECTIVES/POLICIES RESCINDED

- A. Employee Reimbursement Policy, 01.02.15.
- B. Memorandum from Neil L. Bergsman, *Procedures for Travel, Training, and Expense Reports* (September 7, 2005).

## IV. FAILURE TO COMPLY

Failure to comply with the Secretary's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

## V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

**VI. REVISION HISTORY**

DESCRIPTION OF REVISION	DATE OF REVISION
Updated policy in accordance with State travel regulations and current Department practices.	April 2014
Updated policy with contact information	7/30/2018



# PROCEDURES

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**NUMBER: MGT-603-14**  
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**Lynette Holmes, Deputy Secretary**  
**REVISION DATE:** \_\_\_\_\_ 7/30/18

## **I. PURPOSE**

The purpose of these procedures is to establish a consistent, efficient, and cost-effective travel and reimbursement process for staff travel and training needs in accordance with State travel regulations. These procedures are aimed to ensure fairness and economy and to enable staff responsible for making travel accommodations to make timely arrangements.

## **II. DEFINITIONS**

*Commute mileage* means the mileage traveled from the employee's home to the permanently assigned office or work location.

*Department or DJS* means the Department of Juvenile Services.

*In-State travel* means travel to destinations inside the boundaries of Maryland. In-State travel includes the Washington D.C. area and travel to attend meetings with federal regional counterparts.

*Official business* means authorized duties performed by an employee in their official capacity in accordance with their prescribed position duties and responsibilities.

*Out-of-State travel* means travel to destinations outside Maryland and the Washington D.C. area.

*Routine business travel* means authorized travel on a daily or periodic basis to a location other than the employee's assigned office for official business.

*Secretary* means the Secretary of the Department of Juvenile Services.

*Travel status* means an employee traveling on approved State business. An employee is not in travel status while commuting from home to the employee's assigned office or location.

### III. PROCEDURES

#### A. **General Conditions**

1. The Office of Budget and Finance shall identify an individual or individuals to serve as the designated agency travel coordinator(s) for all travel requiring commercial transportation and/or lodging in accordance with these procedures and the Department of Budget and Management's travel regulations.
2. All accommodations shall utilize the lowest logical commercial transportation and lodging fares available. The designated agency travel coordinator may not participate in any promotional plan, such as a frequent flyer program, when this participation entails foregoing a more favorable fare rate. Travel awards accrued under a promotional plan as a result of State business travel should be applied to State business travel expenses whenever feasible. Baltimore Washington International Thurgood Marshall Airport should be used whenever convenient and cost effective.
3. All commercial travel and lodging arrangements will be made through the DJS Office of Budget and Finance with the State's contractor.
4. Staff traveling out of State shall receive prior approval on the *Individual Request for Out-of-State Travel* form pursuant to section C. below. No reimbursement will be made for costs incurred during out of State travel unless this form, with necessary approvals, is submitted to the appropriate travel coordinator. This form and itemized receipts, bills, or other supporting documentation shall accompany the traveler's *State of Maryland Expense Account* reimbursement request. See section H. 3. below.
5. An employee on official business is expected to exercise the same care in incurring expenses as would a prudent person for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travel in first class is not reimbursable by the Department.
6. Travelers shall request needed reservations through the appropriate agency travel coordinator (email: [djs.travel@maryland.gov](mailto:djs.travel@maryland.gov)) as far in advance as possible and in accordance with these procedures. All out-of-service training and related travel requests must be received at least 30 days prior to the start of training. The traveler shall submit the approved *Request for Travel and Lodging/Reservations* form to the appropriate travel coordinator email.
7. Requests for travel received after 2:00pm are logged on the next business day.
8. Once made, no changes can be made on airfare reservations.

9. When reservations are made through the travel coordinator, all receipts must be returned within 5 days of travel.
10. All approved requests for reimbursement must be submitted to the Accounting Unit using the *State of Maryland Expense Account* form in a timely manner. Requests must be submitted to the Comptroller's office within 60 days of the incurred expense or they will not be honored.
11. State facilities shall be used for in-State meetings whenever available unless the use of outside facilities is more cost effective or the Secretary certifies that the outside facility is more appropriate to completing the business mission.
12. Reimbursement rates, including the maximum meal reimbursement rates, shall be the amount established by the Secretary of the Department of Budget and Management and approved by the Board of Public Works. The rates in effect on the date of the travel shall apply.
13. Failure to comply with these procedures could result in forfeiture of future travel privileges or the traveler's assumption of financial responsibility for incurred costs.

**B. Travel Advance Requests**

1. Travel advance requests will only be accepted for travel involving a minimum of 3 days and 2 nights and will only be granted for meals, taxi, and gas costs. All other travel requests that are left blank will be denied.
2. The travel advance request must include a request for a specific amount.
3. The travel advance request must be signed by the traveler for whom the advance is requested and the traveler's supervisor.
4. No subsequent travel advances shall be approved if the traveler has an outstanding expense account owed to the Accounting Unit.
5. In accepting a travel advance, the traveler must submit to the Accounting Unit a *State of Maryland Expense Account* reimbursement form within 10 calendar days after the completion of the trip with all receipts attached. If the Accounting Unit does not receive the traveler's reimbursement form within 10 days, the Accounting Unit will notify the traveler once before making a referral to the Central Collection Unit (CCU) to collect any expenses from the traveler for which the traveler did not provide a receipt. If the traveler does not respond to the notice within 10 days from the date of notice, the traveler's right to be informally heard by the Accounting Unit as to why the expense account is late and why referral to CCU should not be processed will be waived.

**C. Travel Authorization**

1. Routine in-State business travel may be approved by a supervisory employee authorized to approve expense accounts. In-State travel for training that exceeds one week must be approved by the training unit director.
2. Travel meeting the following criteria must be approved by the appropriate Regional Director or Facility Superintendent through the appropriate supervisor, using the *Individual Request for Out-of-State Travel* form:
  - a. Out-of-State travel to placement facilities for the purpose of:
    - 1) Monitoring or audit visits.
    - 2) Placing, visiting, or picking up youth based on their needs.
3. Travel meeting the following criteria must be approved by the appropriate Executive Director or unit head:
  - a. In-State travel to conferences, seminars or training which cost greater than \$500.
  - b. Travel to out-of-State placement facilities for reasons other than those listed in C. 2. a. above.
4. Out-of-State travel that costs \$500 or more in State funds must be approved by the Deputy Secretary for Support Services and, when applicable, the Deputy Secretary for Operations.
5. Any travel outside the United States must be approved by the Secretary prior to submission to the Board of Public Works.

**D. Private Mileage Reimbursement**

1. State employees are required to carry out their assigned duties even if a State vehicle is not available or if the employee is not eligible to drive a State vehicle pursuant to DJS and State driver guidelines. The State is not required to provide a State vehicle to employees to perform their assigned duties.
2. Authorized persons who use a privately-owned motor vehicle for official State business shall be reimbursed in accordance with the DBM-approved rate and in accordance with section E. below. Should an employee prefer to use a privately-owned vehicle when a State vehicle is available for conducting official business, the employee shall only be reimbursed at one-half the standard rate allowed for the use of privately-owned vehicles. See Appendix 5.
3. Authorized drivers shall be reimbursed for reasonable parking and toll expenses incurred while conducting State business in a privately-owned vehicle.

4. The State does not reimburse State employees for any increased insurance premiums attributable to use of their vehicle for State business. Reimbursement for insurance is reflected in the mileage reimbursement rate.

**E. Reimbursable Mileage**

1. Subject to section D. above, reimbursement is based on the principle that the employee should be reimbursed for all official business private vehicle mileage accumulated in a private vehicle that is beyond that mileage incurred from the employee's home to the permanently assigned office or work location.
  - a. An employee who leaves the office to conduct business in the field and returns to the office may be reimbursed for all mileage directly connected with the business trip.
  - b. Subject to subsection d. below, an employee who leaves home to conduct State business without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip is in excess of the round trip commute miles normally traveled.
  - c. An employee who conducts State business prior to arriving at or on the way home from the assigned office may be reimbursed for all mileage in excess of the one-way commute miles normally traveled for the respective portion(s) of their normal commute.
  - d. Where on-site lodging is available for staff during Department-sponsored or approved training or conferences located greater than 50 miles in excess of the round trip commute miles normally traveled and the employee elects not to take advantage of the lodging offered, the employee shall only be reimbursed at one-half the standard rate allowed for the use of privately-owned vehicles.

**F. Meal Reimbursement**

1. Meal allowances for employees while in travel status are reimbursable at the rates established by the Department of Budget of Management.
2. When an employee is in travel status involving absence from home overnight, all meals are reimbursable except complimentary or continental breakfasts included in the lodging costs.
3. Reimbursement may not be made for the cost of alcoholic beverages.
4. The cost of breakfast is reimbursable when an employee in travel status must leave home on official business before 6:00 am on the first day of travel. The cost of dinner is reimbursable when an employee in travel status is unable to arrive home within 2 hours of the end of the employee's normal shift. The travel time does not include the normal commute time.

5. In cases when an employee meets the conditions of F. 4. and is in travel status for the entire day, but not overnight, the employee's lunch is also reimbursable.
6. Reimbursement for breakfast or dinner may not be made solely because of the hour at which an employee is required to leave home, or at which the employee returns home, because of the normal commute to and from the employee's normal place(s) of employment.
7. Except as provided in F. 2., 4., and 5. above, an employee may not be reimbursed for the cost of lunch.
8. If the registration fee for a conference, convention, seminar or training meeting includes the cost of meals, the employee shall be reimbursed for the full registration fee. The employee may not request reimbursement for the included meals, except to the extent the employee requires special dietary accommodations. Such requests shall be submitted in advance and require the approval of the Deputy Secretary for Support Services and the Deputy Secretary for Operations where applicable.
9. Members of boards and commissions established by statute who do not receive compensation from the State may be reimbursed for actual and necessary meal expenses incurred while on official State business. Reimbursable meal expenses including tips may not exceed amounts established by the Department of Budget and Management.
10. Meal reimbursement above the standard limits is allowable for employees conducting business in high cost areas designated by the Department of Budget and Management. Employees shall be reimbursed for actual amounts not to exceed limits set by the Secretary of the Department of Budget and Management based upon submitted receipts.
11. Meal reimbursement above the standard limits is allowable for employees on travel status outside the United States and its territories upon submission of receipts approved by the Secretary or the Secretary's designee.

**G. Lodging**

1. All lodging requests shall be coordinated by the appropriate travel coordinator. Except in emergency circumstances, staff shall forward the approved *Request for Travel and Lodging/Reservations* form to the travel coordinator (email: [djs.travel@maryland.gov](mailto:djs.travel@maryland.gov)) at least 10 business days in advance of the date of travel.
2. The travel coordinator shall make lodging accommodations in accordance with the Department of Budget and Management's Standard Travel Regulations.



3. Staff shall submit a receipt to the travel coordinator for the lodging within 5 business days of check-out.
4. Should a problem arise with hotel accommodations, the traveler must contact the Office of Budget and Finance for assistance. Any unauthorized changes in accommodations will be the responsibility of the person who makes the changes.

#### **H. Miscellaneous Reimbursable and Non-Reimbursable Items**

1. Telephone and postage expenses incurred in the performance of official duties are reimbursable. Documentation is required.
2. The Department will not reimburse any employee for any expenses incurred by the employee's spouse, child or other person who accompanies the employee on an official business trip.
3. All anticipated expenses likely to be incurred during out-of-State travel shall be included on the *Individual Request for Out of State Travel* form. All travel arrangements will be made by the designated travel coordinator. Any reimbursements must be evidenced by receipts for all out of State expenditures and must be included with the *State of Maryland Expense Account* form.
4. Air travel insurance is provided through the State Treasurer's Office. Beneficiaries are those designated with the State Retirement and Pension System. No reimbursement is allowed.
5. Approved conference registration fees are reimbursable to participating State employees and officials. Receipt is required.
6. Taxi, bus, and airport limousine fares incurred while on travel status are reimbursable when traveling to and from the airport, train station, or bus station, or when otherwise incurred while conducting official business. Employees shall use the mode of public transportation that results in the lowest logical cost to the State. Receipts are required.
7. All rental car requests shall be coordinated by the appropriate travel coordinator. Except in emergency circumstances, staff shall forward the approved *Individual Request for Out of State Travel* form at least 10 business days before the rental car is needed. Staff shall submit a receipt for the rental car within 5 business days of the rental car return.
8. Necessary rental car expenses incurred for gasoline, oil, emergency repairs, parking and toll charges are reimbursable.
9. Porter fees and hotel tips per bag carried at common carrier depots and hotels, respectively, are reimbursable at the rates established by the Department of Budget and Management.

10. The cost of laundry, cleaning, and pressing is reimbursable when an employee is required to be on travel status for a period exceeding five consecutive working days. Receipt is required.

**I. Emergency Circumstances**

The DJS Office of Budget and Finance shall consider reimbursement for emergency circumstances on a case by case basis or when authorized by the Deputy Secretary for Support Services or the Secretary.

**IV. DIRECTIVES/POLICIES REFERENCED**

- A. No policies referenced.

**V. APPENDICES**

*All forms can be found [here](#), which are located on the DJS Intranet under the "Forms" tab, or by clicking the available hyperlinks below.*

1. [Request for Travel and Lodging/Reservations](#)
2. [Individual Request for Out of State Travel](#)
3. [Travel Advance Request](#)
4. [State of Maryland Expense Account form](#)
5. [State of Maryland Half-rate expense account form](#)



# **DJS POLICY AND STANDARD OPERATING PROCEDURES**

## **Statement of Receipt and Acknowledgment of Review**

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**SUBJECT:** Employee Travel and Reimbursement  
**NUMBER:** MGT-603-14  
**APPLICABLE TO:** All DJS Employees  
**REVISED:** July 14, 2018

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment. \_

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK LOCATION

***SEND THE ORIGINAL, SIGNED COPY TO DIRECTOR OF THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.***