Maryland
DEPARTMENT OF
JUVENILE SERVICES

POLICY

SUBJECT: Employee Travel and Reimbursement
NUMBER: MGT-651-26
APPLICABLE TO: All DJS employees

APPROVED: ______________________
Betsy Fox Tolentino, Secretary

DATE: 08/10/2026

I. POLICY

The Department of Juvenile Services (DJS or Department) provides fair, consistent, and cost-effective administration of staff travel and expense reimbursement in accordance with Maryland law and regulations, and the Department of Budget and Management policy.

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, *et seq.*
D. American Correctional Association (ACA) Standard, 5-JCF-7B-15

III. DIRECTIVES/POLICIES RESCINDED

A. Employee Travel and Reimbursement, MGT-651-24

IV. FAILURE TO COMPLY

Failure to comply with the Department'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 and are attached to this policy.

VI. TRAINING

- Training on how to complete and submit expense reports is covered in ELT and New Employee Orientation.
- Accounting receives on the job training to handle expense reports.

VII. MEASURABLE OUTCOMES

N/A

VIII. AUDIT TOOL

N/A

IX. UNION NEGOTIATED POLICY

No

X. REVISION HISTORY

SUMMARY OF REVISION	DATE OF REVISION
Updated policy in accordance with State travel regulations and current Department practices	April 2014
Updated policy with contact information	July 2018
Updated policy with new state travel guidelines/reimbursement rates. Updated policy number.	March 2024
Updated Policy Number Revised Procedures: ● Rescinded MGT-651-24 ● Authority Revised ● Standard Operating Procedures and Heading Sections updated to reflect new template ● Procedures Revised to reflect new state guidelines and realignment of Support Services, added provisions to promote cost-effectiveness. ● Added requirement of Secretary approval for out of state travel with the exception of L&M visits. ● Appendices Updated to reflect new reimbursement rates	August 10, 2026

Maryland
DEPARTMENT OF
JUVENILE SERVICES

PROCEDURES

SUBJECT: Employee Travel and Reimbursement
NUMBER: MGT-651-26
APPLICABLE TO: All DJS employees

APPROVED: ______________________
Betsy Fox Tolentino, Secretary

DATE: 08/10/2026

I. PURPOSE

These procedures 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

A. *Commute mileage* means the mileage traveled from the employee's home to the assigned office or work location. Commute mileage must be deducted from the total mileage when an employee leaves from home rather than the office or work location.

B. *Emergency travel* means an employee requesting travel outside of the regular period for requesting travel (i.e., for in-state travel, the regular period is fifteen (15) calendar days and for out of state, the regular period is thirty (30) calendar days).

C. *Exception Report* means the bi-annual report submitted to the Department of Budget and Management (DBM) explaining each travel accommodation booked with a vendor outside of the statewide contracted vendor.

D. *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.

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

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

G. *Routine business travel* means authorized travel on a daily or periodic basis to a location other than the employee's assigned office or work location for official business. Employees may not receive reimbursement for meals or hotels while on routine business travel.

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

I. *Travel status* means an employee traveling on approved state business to any location over two (2) hours from the employee's assigned office or work location. An employee is not in travel status while commuting from home to their assigned office or work location. Employees may be reimbursed for meal and hotel costs while on travel status.

III. PROCEDURES

A. General Conditions

1. The Deputy Secretary of Support Services 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 travel regulations promulgated by the Department of Budget and Management (DBM). Hotel accommodations identified shall be those that are most cost-effective to the state. Employees cannot use Hotel Rewards programs for lodging relating to state travel.
2. All accommodations must be booked through the statewide contracted vendor selected by DBM, and the vendor shall utilize the lowest logical commercial transportation and lodging fares available. Neither the designated agency travel coordinator nor the state employee on state travel may participate in any promotional plan, such as a frequent flier 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, as the State's preferred airport, should be used whenever convenient and cost effective. If however, it is cost-effective to fly from another airport, that airport should be used when possible.
3. All commercial travel and lodging arrangements will be made through the DJS Travel Unit under the Director of Business Services with the statewide contracted vendor.
4. The Business Services Unit will determine the appropriate travel arrangements, including departure day and times, lodging nights, and meal costs to be advanced or reimbursed based on the start and end date, and times of the conference or meeting. The Business Services Unit will book

all lodging and travel arrangements in accordance with the DBM Travel Regulations and ensure all bookings are cost effective.

5. Staff traveling out of state shall receive prior approval on the **Individual Out of State Travel Request form (Appendix 1)** pursuant to section C. below. No reimbursement will be made for costs incurred during out of state travel unless this travel form, with necessary approvals, is submitted to the appropriate travel coordinator. This form and itemized receipts, bills, or other supporting documentation shall accompany the employee's reimbursement request, the **State of Maryland Expense Account form (Appendix 2)**. See section H.3. below.
6. 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 and business class is not reimbursable by DJS.
7. Travelers shall request needed reservations through the appropriate agency travel coordinator (email: **djs.travel@maryland.gov**) as far in advance as possible and in accordance with these procedures. All out-of-state training and related travel requests must be received at least thirty (30) calendar days prior to the start date of training. All in-state travel requests must be received fifteen (15) calendar days prior to the travel date. Employees traveling in-state shall submit the approved **Individual In-State Travel Request form (Appendix 3)** to the travel email at **djs.travel@maryland.gov**.
8. Requests for travel received after 3:00 p.m. are logged on the next business day.
9. Once made, no changes can be made to airfare reservations. The employee who fails to show for their flight will be required to reimburse the agency for all travel costs. Exceptional cases will be evaluated on a case-by-case basis.
10. When checking into a hotel, employees must provide a personal credit card to cover the cost of any incidental charges incurred. If a traveler fails to use their booked hotel reservation, without prior notification to the DJS Travel Unit, the employee may be required to pay any no show or cancellation fee imposed by the hotel.
11. When reservations are made through the travel coordinator, all travel receipts must be submitted within five (5) calendar days of return date of travel, including, but not limited to, receipts for applicable hotel, air, and rental expenses.
12. All approved requests for reimbursement must be submitted electronically to the appropriate Accounting Unit accounts payable email using the **State of Maryland Expense Account form (Appendix 2)** within sixty (60) calendar days of date of travel in accordance with the Comptroller's Accounting Policy**.** The Accounting Unit will review and process all expense forms within five (5) calendar days to the General Accounting Division.

13. 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 for completing the business mission.
14. Reimbursement rates, including the maximum meal reimbursement rates, shall be the amount established by the Secretary of the DBM and approved by the Board of Public Works (BPW). The rates in effect on the date of the travel shall apply.
15. Failure to comply with these procedures could result in forfeiture of future travel privileges or the employee’s assumption of financial responsibility for incurred costs.

B. Travel Advance Requests

1. Employees shall complete the **Travel Advance Request form (Appendix 4)** when requesting a travel advance, and submit them with their travel forms. Travel advance requests will only be accepted for travel involving a minimum of three (3) days and two (2) nights and will only be granted for meals, other means of transportation (e.g., taxi, Uber, or Lyft), and gas costs only if a rental car has been deemed necessary and reserved. All other travel requests that lack information or are blank will be denied.
2. The travel advance request must include a request for a specific amount of funds required for travel.
3. The travel advance request must be signed by the employee for whom the advance is requested and the employee’s supervisor.
4. No subsequent travel advances shall be approved if the employee owes an outstanding expense form for a previous travel to the DJS Accounting Unit.
5. In accepting a travel advance, the employee must submit a **State of Maryland Expense Account Reimbursement form (Appendix 2)** to the DJS Accounting Unit within ten (10) calendar days after the completion of the trip, with all receipts attached. If the Accounting Unit does not receive the employee’s reimbursement form within ten (10) calendar days, the Accounting Unit will notify the employee once before making a referral to the Central Collection Unit (CCU) to collect any expenses from the employee for which the employee did not provide a receipt. If the employee does not respond to the notice within ten (10) calendar days from the date of the notice, the employee’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 submitted will be forfeited.

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 (1) week must be approved by the Director of the Professional Education Training Unit (Training Unit or PTEU). If a training is offered by a non-state agency, the DJS Business Services Unit

shall book travel accommodations through the statewide travel vendor. An employee may be required to stay at a hotel if it is more cost effective.

2. Out-of-state travel to placement facilities for the purpose of monitoring or audit visits, or for placing, visiting, or picking up youth based on their needs must be approved by the appropriate Regional Director through the appropriate supervisor, using the **Individual Out of State Travel Request form (Appendix 1).** These out of state travel requests are excluded from the Secretary's approval path.
3. Travel meeting the following criteria must be approved by the appropriate Deputy Secretary (or their designee) and the Deputy Secretary of Support Services:
    a. In-state travel to conferences, seminars, or training which cost greater than $1,000;
    b. DJS conferences, seminars, or training which cost greater than $1,000; or
    c. Travel to out-of-state placement facilities for reasons other than those listed above in section C.2.
    d. In all instances, the employee must provide information on the conference/seminar/training, the cost, as well as the justification.
4. Out-of-state travel must be approved by the Director of Business Service and/or Deputy Secretary of Support Services and, when applicable, the relevant Deputy Secretary for Residential or Community Services, or the Superintendent of Juvenile Services Education Program (JSEP) and the Secretary of DJS.
5. Any travel outside the United States must be approved by the DJS Secretary prior to submission to DBM.
6. In accordance with the **DBM Fare Policy Summary**, all state employees must use the least expensive route as indicated in Google Maps. Delays of not more than two (2) hours that result in lower costs can be taken. Employees may, however, accept or request longer delays.

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. Mileage up to six hundred fifty (650) miles per month will be reimbursed at the full standard rate. If your monthly mileage exceeds six hundred fifty miles (650) and a state vehicle is available, if you choose not to use the state vehicle, the rate will be reimbursed at fifty percent (50%) of the standard rate per mile, for every mile over six hundred fifty (650). All mileage forms must be submitted on a monthly basis.

3. Authorized drivers shall be reimbursed for reasonable parking and toll expenses incurred while conducting state business in a privately-owned vehicle. Receipts must be submitted electronically with the completed and approved **State of Maryland Expense Account form (Appendix 2)** to the appropriate Accounting Unit email within sixty (60) calendar days of date of travel in accordance with the Comptroller's Accounting Policy.
4. The state does not reimburse employees for any increased insurance premiums attributable to the use of their privately-owned 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 or mileage accumulated in a private vehicle that is beyond that mileage incurred from the employee's home to the 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 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. If an employee falls under travel status and elects not to accept lodging, then the employee shall only be reimbursed for mileage for day one of travel and the last day of travel
    e. If the employee elects to not stay in the offered hotel and this causes overtime, the overtime must be estimated and submitted for approval by the Unit Head and Deputy Secretary of Support Services, as well as the relevant Deputy Secretaries of Residential and Community Services, and/or Superintendent of JSEP.
    f. An employee who has been reassigned from their original work location cannot receive mileage reimbursement for mileage to and from their new work location.

F. Meal Reimbursement

1. Meal allowances for employees while in travel status are reimbursable at the rates established by DBM.
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 will not be made for the cost of alcoholic beverages.

4. The cost of breakfast is reimbursable when an employee in travel status is over two (2) hours away beyond their normal commute to their assigned work location and 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 two (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 if prior approval to pre-pay outside of the Training Unit is authorized in writing by the relevant Deputy Secretary or JSEP Superintendent. The employee may not request reimbursement for any meals included in the conference registration or otherwise provided, 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 of Support Services and the Deputy Secretaries of Residential and Community Services and/or JSEP Superintendent, 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 DBM.
10. Meal reimbursement above the standard limits is allowable for employees conducting business in high cost areas designated by the DBM. Employees shall be reimbursed for actual amounts per meal, not to exceed limits set by the Secretary of DBM based upon submitted receipts. This is not a per diem rate by day.
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 submit the approved **Individual In-State Travel Request form (Appendix 3)** or the

Individual Out of State Travel Request form (Appendix 1) to the travel coordinator (email: djs.travel@maryland.gov) at least fifteen (15) calendar days in advance of the date of travel for in-state travel and at least thirty (30) calendar days for out-of-state travel. When attending a conference or training where lodging will be needed, staff shall also submit the **Conference & Training Request for Travel and Lodging/Reservations Form (Appendix 5).**

2. The travel coordinator shall make lodging accommodations in accordance with the **DBM's Standard Travel Regulations**.
3. The travel coordinator shall make lodging accommodations within a ten (10) mile radius of a meeting and/or conference location that ensures a cost savings of at least 10% including the cost of traveling to the conference from the hotel location. If the employee indicates that they will be driving an electric vehicle (EV), the travel coordinator will endeavor to identify lodging accommodations that have an EV charging station. However, if it is cost-prohibitive, the employee will need to see if a state car is available. These requests will be decided on a case-by-case basis.
4. Staff shall submit a receipt to the travel coordinator for the lodging within five (5) calendar days of return from travel date.
5. Should a problem arise with hotel accommodations, the employee must contact the travel coordinator for assistance. The point of contact for the travel coordinator is listed on the Travel Confirmation packages sent prior to travel and in the auto-reply emails. Payment for any unauthorized changes in accommodations will be the responsibility of the employee who makes the changes.
6. Employees are not authorized to use an Airbnb while on approved travel. DJS will not authorize Airbnb rentals nor approve reimbursement for an Airbnb expense in accordance with the **DBM Airbnb Policy**.

H. Miscellaneous Reimbursable and Non-Reimbursable Items

1. Telephone and postage expenses incurred in the performance of official duties are reimbursable. Documentation of these expenses is required.
2. DJS 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 Out of State Travel Request form (Appendix 1)**. 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 (Appendix 2)**.
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 not reimbursable to participating state employees and officials. Fees are only reimbursable if

the employee has written pre-approval to self-pay and must submit a receipt. All conference registration fees and appropriate forms are required to be submitted to the Training Unit.

6. Taxi, Uber or Lyft, or bus 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. Before an Uber/Lyft can be used, an employee is required to use taxis. An Uber/Lyft may be used only as a last resort. Receipts for the costs of all modes of transportation must be submitted with the **State of Maryland Expense Account form (Appendix 2)**.
7. All rental car requests shall be coordinated by the appropriate travel coordinator. Except in emergency circumstances, staff shall forward the approved **Individual Out of State Travel Request form (Appendix 1)** at least thirty (30) calendar days before the rental car is needed. Staff shall submit a receipt for the rental car within five (5) business days of the rental car return. Staff may only request a rental car to travel from the airport, train station, or bus station to the hotel or Conference/Training site, when the cost of a taxi (or ride share) is greater than the cost of the rental car.
8. Necessary rental car expenses incurred for gasoline, oil, parking, and toll charges are reimbursable. All receipts must be submitted for expenses incurred.
9. Porter fees and hotel tips per bag carried at common carrier depots and hotels, respectively, are reimbursable at the rates established by DBM. Please refer to the **DBM Meal and Tip Reimbursement Rates**.
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 (5) working days. Receipts are required.
11. Fees for Uber or Lyft rides in lieu of a rental car are reimbursable if rides are being used to further state business. Tips for Uber or Lyft rides are subject to a cap of 15% in accordance with the **DBM Meal and Tip Reimbursement Rates**.
12. The rentals of movies, mini bar, and/or room service outside of a meal time and over the meal reimbursable rate are not reimbursable.

I. Emergency Circumstances

1. Staff who need to submit a travel request outside of the regular period for requesting travel (i.e., for in-state travel, the regular period is fifteen (15) calendar days and for out of state, thirty (30) calendar days) shall complete an **Emergency In or Out of State Travel Request form (Appendix 6)** and include justification for the emergency travel request (i.e., need and reason) and document on the Exception Report.
2. 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 of Support Services or the Secretary.

IV. RESPONSIBILITY

Deputy Secretaries, Regional Directors, Facility Superintendents, and the JSEP Superintendent are responsible for implementation and compliance with this procedure within thirty (30) calendar days of issuance.

V. INTERPRETATION

The Deputy Secretary of Support Services, with the concurrence of the Secretary, shall be

VI. LOCAL OPERATING PROCEDURES REQUIRED

No

VII. FACILITY OPERATING PROCEDURES OR POST ORDERS REQUIRED

No

VIII. DIRECTIVES/POLICIES REFERENCED

A. DBM Fare Policy Summary
B. DBM Airbnb Policy
C. DBM Meal and Tip Reimbursement Rates

IX. APPENDICES

All forms can be found here on the DJS Intranet under the "Forms" tab.

1. Individual Out of State Travel Request form
2. State of Maryland Expense Account form
3. Individual In-State Travel Request form
4. Travel Advance Request form
5. Conference & Training Request for Travel and Lodging/Reservations form
6. Emergency In or Out of State Travel Request form

DJS Policy and Standard Operating Procedures
Statement of Receipt and Acknowledgment of Review

SUBJECT: Employee Travel and Reimbursement
NUMBER: MGT-651-26
APPLICABLE TO: All DJS employees
EFFECTIVE DATE: August 10, 2026

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

I understand that failure to sign this acknowledgment form within five (5) 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 ______________________

PLEASE SEND COPIES OF THE SIGNED ACKNOWLEDGMENT FORM TO YOUR SUPERVISOR AND TO THE OFFICE OF HUMAN RESOURCES, FOR PLACEMENT IN YOUR PERSONNEL FILE

Department of Juvenile Services Business Services Unit

Individual Out of State Travel Request

Travel Unit: djs.travel@maryland.gov

Directions: *This form is for all out of state (OOS) travel and should be used in conjunction with the approved Conference & Training Travel Request. This must be submitted 30 calendar days prior to the date of travel. Please ensure to complete the form in its entirety to include the purpose of travel and list 3 appropriate departure times. Per DBM 11.15.2023 Globetrotters will book all accommodations; to include if conference hotel is full and/or hotels are more affordable close to conference; taxi is choice of transportation. All flights per DBM policy should depart from BWI, Baltimore. Travel Coordinator will contract for Flight Personal Data & 3 Preferred Flight Times. Send travel receipts to travel email within 5 calendar days of date of return from travel.*

Program *(select one)* Select Program

Fund *(select one)* Select Fund

Employee Facility or Office Location

Name of Traveler
(Name must be the same name of your government ID – license)

Title

Destination

Hotel of Conference (if applicable)

Departure Day & Time

Return Date & Time

Purpose of Travel

Requested Method of Travel: *Select desired method of travel below; in OOS situations; it is the most cost effective. EX: Virginia to visit a vendor you can choose personal car (receive mileage), rental car (receive gas reimbursement), and/or request a State Car.*

State Car ☐ **Personal Car** ☐ **Bus** ☐ **Train** ☐ **Air** ☐ **Rental Car** *(in specific cases)* ☐

Estimated Cost of Travel *(Meals: if included in conference no reimbursement will be provided. Ensure to estimate meals at the proper location rate and all 3 meal times – Taxis are to be used & Uber/Lyft are to only be used in extreme cases of no Taxi availability) Travel Unit will be sending Metropolitan Area Meals & Incidental Rates with final reservations to all travelers. When traveling for Conference list the estimated Registration Fees & attach the Conference & Training Request for Travel Form and agenda.*

Air Fare	**Hotel**	**Registration Fees**
Rental Car	**Taxis**	**Bus**
Train	**Meals**	**Parking**
Tolls	**Other**	**Mileage** *(personal car)*

Total Estimated Amount

Immediate Supervisor
(Name, Signature & Date) Approved ☐ Denied ☐

***Reason for Denial:**

ED,RD,Unit Director/Dep Secretary
(Name, Signature & Date) Approved ☐ Denied ☐

***Reason for Denial:**

Secretary Approval/Denial
(Except L & M) Approved ☐ Denied ☐

*Budget Certification of
Funds (Name, Signature & Date) Approved ☐ Denied ☐

***Reason for Denial:**

Submitted outside the timeframe: Yes ☐

PCA: **AOBJ:**

STATE OF MARYLAND EXPENSE ACCOUNT

Use for reimbursement effective July 1, 2026

Full Rate: $.76 per mile

Department ______________________

Unit or Division ______________________

Agency Code ______________________ Employee Social Security No. ______________________

Employee Name ______________________

and Address ______________________

Assigned Office Location (City) ______________________ One Way Commute Miles ______________________

For Period Beginning ______________________ And Ending ______________________

Date												
Day	Hotel	Breakfast	Lunch	Dinner	Telephone	Fare (Indicate below)	Taxi	Bridge or Road Tolls	Mileage * (See Below)	Parking	Registration Fee	**Totals**
1									**$0.00**			**$0.00**
2									**$0.00**			**$0.00**
3									**$0.00**			**$0.00**
4									**$0.00**			**$0.00**
5									**$0.00**			**$0.00**
6									**$0.00**			**$0.00**
7									**$0.00**			**$0.00**
8									**$0.00**			**$0.00**
9									**$0.00**			**$0.00**
10									**$0.00**			**$0.00**
11									**$0.00**			**$0.00**
12									**$0.00**			**$0.00**
13									**$0.00**			**$0.00**
14									**$0.00**			**$0.00**
15									**$0.00**			**$0.00**
16									**$0.00**			**$0.00**
17									**$0.00**			**$0.00**
18									**$0.00**			**$0.00**
19									**$0.00**			**$0.00**
20									**$0.00**			**$0.00**
21									**$0.00**			**$0.00**
22									**$0.00**			**$0.00**
23									**$0.00**			**$0.00**
24									**$0.00**			**$0.00**
25									**$0.00**			**$0.00**
26									**$0.00**			**$0.00**
27									**$0.00**			**$0.00**
28									**$0.00**			**$0.00**
29									**$0.00**			**$0.00**
30									**$0.00**			**$0.00**
31									**$0.00**			**$0.00**
Totals	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Method of Travel ______________________

Purpose of Travel: ______________________

(Specify)

Is your privilege to drive a State vehicle suspended? No (Choose)

Date	Time			State Vehicle Available? (Choose)	Total	Total	Reimb.
Day	Start	End	TERRITORY COVERED INCURRING ABOVE EXPENSES		Miles	Commute Miles	Miles*
1							**0.0**
2							**0.0**
3							**0.0**
4							**0.0**
5							**0.0**
6							**0.0**
7							**0.0**
8							**0.0**
9							**0.0**
10							**0.0**
11							**0.0**
12							**0.0**
13							**0.0**
14							**0.0**
15							**0.0**
16							**0.0**
17							**0.0**
18							**0.0**
19							**0.0**
20							**0.0**
21							**0.0**
22							**0.0**
23							**0.0**
24							**0.0**
25							**0.0**
26							**0.0**
27							**0.0**
28							**0.0**
29							**0.0**
30							**0.0**
31							**0.0**

*Compute equal to total miles less total commute miles, if applicable.

Total Miles Full Rate **0.0** Total Miles Half Rate **0.0**

Date ______________________

Certified just and correct and payment not received ______________________

(Signature of employee)

Approved by ______________________ Approved by ______________________

Immediate Supervisor Authorized Signature

Title ______________________

PREVIOUS RATE:		0.480	During Period:	9/21/2005	to	12/31/2005
		0.445	During Period:	1/1/2006	to	12/31/2006
		0.485	During Period:	1/1/2007	to	12/31/2007
		0.505	During Period:	1/1/2008	to	6/1/2008
		0.585	During Period:	7/1/2008	to	12/31/2008
		0.550	During Period:	1/1/2009	to	12/31/2009
		0.500	During Period:	1/1/2010	to	12/31/2010
		0.510	During Period:	1/1/2011	to	6/30/2011
		0.555	During Period:	7/1/2011	to	12/31/2012
		0.565	During Period:	1/1/2013	to	12/31/2013
		0.560	During Period:	1/1/2014	to	12/31/2014
		0.575	During Period:	1/1/2015	to	12/31/2015
		0.540	During Period:	1/1/2016	to	12/31/2016
		0.535	During Period:	1/1/2017	to	12/31/2017
		0.545	During Period:	1/1/2018	to	12/31/2018
		0.580	During Period:	1/1/2019	to	12/31/2019
		0.580	During Period:	1/1/2019	to	12/31/2019
		0.575	During Period:	1/1/2020	to	12/31/2020
		0.560	During Period:	1/1/2021	to	12/31/2021
		0.625	During Period:	6/17/2022	to	12/31/2022
		0.670	During Period:	1/1/2024	to	12/31/2024
		0.700	During Period:	1/1/2025	to	12/31/2025
NEW RATE:	**CURRENT:**	0.760	During Period:	1/1/2026	to	12/31/2026
Use for reimbursement effecti		1-Jul-26				
$.76 per mile						

Department of Juvenile Services Business Services Unit

Individual In-State Travel Request

Travel Unit: djs.travel@maryland.gov

Directions: Please type only in completion of form, any ink submission will be sent back. *This form is for all in-state (IS) travel- In-State travel is considered MD & DC. This form should be used in conjunction with the approved Conference & Training Travel Request if you are in travel status (see above 2 hour rule) and if the training is conducted by a NON-STATE AGENCY.* ***This must be submitted 15 calendar days prior to the date of travel. All travel received after 3 pm is logged the next business day.***

Program *(select one)* Select Program

Fund *(select one)* Select Fund

Facility or County Assigned

Region Select Region

Name of Traveler

Title

Traveler's Contact Information
(Address, Email, Phone and Office Location)

In State Destination *(Name & Address)*

Time i.e.; 8:00 am

Departure Date/Time

Return Date/Time

Outside 15 Days & Justification

Purpose of Travel

Requested Method of Travel: Personal Car ☐ **State Car** ☐

Estimated Mileage

Hotel Accommodation Request *Hotels must be (per DBM COMAR & Fare Policy) booked through the DBM Statewide Contracted Vendor through the DJS Travel Coordinator(s) if you are going to a specific area please email with your request and it will be discussed with Chief Administrative Officer but Department of Budget Management (DBM)'s policy must be followed. All hotel accommodations are non-smoking there are no exceptions and traveler will be responsible to reimburse the agency for any charges incurred for smoking incidentals.*
All booked hotel accommodations receipts that a DJS traveler/employee receives must be submitted to the Travel Unit at djs.travel@maryland.gov) within 5 calendar days after return of travel, **Traveler must present a Debit/Credit Card upon Check in for incidentals. The traveler is responsible for all unallowable charges pursuant to the Employee Travel and Reimbursement policy. The traveler is also responsible for charges and cancellations (including no-shows) without prior notice or explanation to the responsible Travel Coordinator. All travel expense forms must be submitted to appropriate accounts payable email address within 60 days of date of travel per the Comptroller's Accounting Manual.**

Requested Check In Date:

Requested Check Out Date:

Immediate Supervisor
(Name, Signature & Date)

Approved ☐ Denied ☐

***Reason for Denial:**

ED/RD/Unit Director/Dep Secretary
(Name, Signature & Date)

Approved ☐ Denied ☐

***Reason for Denial:**

Budget Certification of Funds
(Name, Signature & Date)

Approved ☐ Denied ☐

***Reason for Denial:**

PCA: **AOBJ:** **Submitted outside the Policy: Yes** ☐

Department of Juvenile Services Business Services Unit
Travel Advance Request
Travel Unit: djs.travel@maryland.gov

Directions: Please type on this form only and ink completion will be sent back. *This form is for any travel in request of advance funds for any traveler that is in travel status (out of state (OOS) and in-state (IS) which is now defined as any person(s) that is traveling over 2 hours from their assigned work location – per Department of Budget Management (DBM) & per the DBM Fare Policy travelers are required to always use the shortest route to travel to destinations) & must be in travel status for a minimum of 2 nights & 3 days. Travel Advance Request must be submitted with your travel request to djs.travel@maryland.gov and if you are in good standing (meaning do not owe DJS for prior advances) with the Department you will be notified by the Finance unit for arrangements to pick up your advance prior to your first day of travel status.*

Program *(select one)* Select Program **Fund** *(select one)* Select Fund

Employee Facility or Office Location

Name of Traveler **Title**
(name must be the same name of your government ID – license)

Date Advance is needed: Advances are picked up from Finance Office(s): Monday & Wednesday's unless otherwise arranged. 72 hours prior to travel.

Name of Supervisor

Dates of Travel: **Beginning Date** [redacted] **Ending Date** [redacted]

Travel Destination

IN STATE (check if yes) ☐ **OUT OF STATE** (check if yes) ☐

Detail of Travel Advance Request:

Method of Travel:

Estimated Cost of Travel *(Meals: if included in conference no reimbursement will be provided. Ensure to estimate meals at the proper location rate and all 3 meal times –Taxis are to be used & Uber/Lyft are to only be used in extreme cases of no Taxi availability)*

Rental Car Gas **Meals** **Tolls**

Taxis **Parking** **Other**

Total Advance Request:

I understand, in accepting this temporary advance that I must submit to the Finance - Accounting Unit (djs.finance@maryland.gov) my ***State of Maryland Expense Account*** form, within ten (10) calendar days after the completion of the trip **with all receipts attached.** If the Finance - Accounting Unit does not receive my expense account within ten (10) calendar days, the department will make a referral to the Central Collection
Unit (CCU). I will receive one notice from the Finance - Accounting Unit prior to this referral, notifying me of its non-receipt and giving mean opportunity to be informally heard by the Director of Finance as to why the expense account is late and why the referral to the CCU should not be processed. My failure to respond within ten (10) calendar days from the date of the notice shall constitute a waiver of my right to be heard. I understand that I as the requester, if owing any previous money to the Department, my current request will be denied. I will be notified in writing as to the denial. I certify that I am a current employee of the Department Juvenile Services and that I have read and understand this agreement.

Employee Signature
(Name, Signature & Date)

Supervisor Signature
(Name, Signature & Date)

Budget Certification of Funds
(Name, Signature & Date)

Approved ☐ Denied ☐

***Reason for Denial**

PCA: **AOBJ:**

Department of Juvenile Services Business Services Unit

CONFERENCE & TRAINING REQUEST FOR TRAVEL AND LODGING/RESERVATIONS

Travel Unit: djs.travel@maryland.gov

Directions: *Please type and complete this entire form, missing data could cause delays in scheduling. Conferences that are **out of state** (OOS) are recommended to be sent to Training Unit in as much as advanced notice due to the 30 calendar day requirement the Travel Unit is required to have to book through the Statewide Vendor; Travel Unit recommends 45 days in advance at a minimum. This form only applies to In-State (IS) conferences (MD& DC) if training is by a NON-State Agency and your travel status must be 2 hours from your assigned work location to the Conference location (remember the 15 calendar day submission for all IS travel). Conference Hotels are not a guarantee if there is a close by hotel that is most cost effective to the State of Maryland. Travel Unit will provide Metropolitan Meal & Incidental Rates for your OOS Travel.*

Program *(select one)* Select Program

Region *(select one) if applies)* Select Region

Fund *(select one)* Select Fund

Facility *(select one if applies))* Select Facility (if applicable)

Employee Name

Employee Contact

Employee Office Location *(County, Office Name)*

Conference/Training Name

Conference Date (s)

Conference End Date

Conference Start Time
(Time i.e. 8:00 am)

Conference End Time

Conference Location *(Name & Full Address)*

Conference will be held at Hotel: *(Check if YES or Leave Blank for No)* ☐

Agenda Attached: *(If Yes; attach agenda)* ☐

Conference Includes Meals: *(Check Yes or Leave Blank for No)* ☐

Enter Number of Meals Included: Breakfast **Lunch** **Dinner**

Hotel Name

Hotel Address & Contact Number

Estimated Room Cost

Government Rate applies: *(Check Yes or Leave Blank for No)* ☐

Hotel Check-In Date

Hotel Check-Out Date

NOTE: *Receipts must be returned to the appropriate Travel Coordinator for prepaid travel arrangements within five (5) calendar days of the end of your travel status. All other receipts, including meal receipts are to be included with your expense report & submitted to the appropriate accounts payable email. The traveler is responsible for all unallowable charges pursuant to the Employee Travel and Reimbursement policy. The traveler is also responsible for charges and cancellations (including no-shows) without prior notice or explanation to the responsible travel coordinator. If a travel advanced was issued please refer to the policy and form for the proper procedures on submitting remaining funds (if applicable) and all receipts to the Finance-Accounting Unit for reimbursement to the Working Fund advanced was issued from within 10 calendar days of return*.

Immediate Supervisor
(Name, Signature & Date) Approved ☐ Denied ☐

***Reason for Denial:**

ED, RD, Unit Director/Dep Secretary
(Name, Signature & Date) Approved ☐ Denied ☐

***Reason for Denial:**

Budget Certification of Funds
(Name, Signature & Date) Approved ☐ Denied ☐

***Reason for Denial:**

PCA: **AOBJ:**

Department of Juvenile Services Business Services Unit

Emergency In or Out of State Travel Request

Travel Unit: djs.travel@maryland.gov

Directions: *This form is for travel deemed an Emergency submitted outside the In-State window of 15 calendar days and/or Out of State window of 30 calendar days. All travel on short notice normally cannot be booked per Department of Budget Management (DBM) Statewide Vendor and thus causes the Travel Unit to book outside of the DBM COMAR & Fare Policy Summary. The agency is now required to track and submit bi-annual reports on behalf of all travel submitted outside of Statewide Vendor. Please ensure to complete the form typed not handwritten in its entirety to include the purpose of why travel is outside the appropriate window of submission and the Emergency Justification and/or Need to travel.*

Program *(select one)* Select Program

Fund *(select one)* Select Fund

Employee Facility or Office Location

Name of Traveler
(name must be the same name of your government ID – license)

Title

Check One: **In- State** ☐ **Out of State** ☐

Destination

Departure Day & Time

Return Date & Time

Formatting of Day/Time: enter as i.e. 01/02/2024 must enter time i.e. 8:00 pm

Emergency Justification *(provide purpose travel & reason for emergency)*

Requested Method of Travel: *Select desired method of travel below; in OOS situations; it is the most cost effective. EX: Virginia to visit a vendor you can choose personal car (receive mileage), rental car (receive gas reimbursement), and/or request a State Car.*

State Car ☐ **Personal Car** ☐ **Bus** ☐ **Train** ☐ **Air** ☐ **Rental Car** *(in specific cases)* ☐

Estimated Cost of Travel *(Meals: if included in conference no reimbursement will be provided. Ensure to estimate meals at the proper location rate and all 3 meal times – Taxis are to be used & Uber/Lyft are to only be used in extreme cases of no Taxi availability) Travel Unit will be sending Metropolitan Area Meals & Incidental Rates with final reservations to all travelers. When traveling for Conference list the estimated Registration Fees & attach the Conference & Training Request for Travel Form and agenda.*

Air Fare

Hotel

Bus

Rental Car

Tolls

Train

Registration Fees

Meals

Parking

Total

Immediate Supervisor
(Name, Signature & Date)

Approved ☐ Denied ☐

***Reason for Denial:** Executive

ED,RD,Unit Director/Dep Secretary
(Name, Signature & Date)

Approved ☐ Denied ☐

***Reason for Denial:**

Budget Certification of Funds
(Name, Signature & Date)

Approved ☐ Denied ☐

***Reason for Denial:**

PCA: **AOBJ:**

New Form: 04/2025

Appendix 6