

Employees traveling on PVCC business must complete a “Travel Estimate Worksheet” and obtain the appropriate approvals prior to traveling on state business. International travel requires additional approval by the President.

Travel Reimbursement **Allowable Expenses**

The following guidelines encompass disbursement from all funding sources, i.e. State, Federal and Local. Expenditures exceeding these limits may require additional justification and approval.

1. In-state and out-of-state Guideline Tables.

The tables provide the daily Meals and Incidental Expense (M&IE) per diem and the maximum amount for 1 night lodging excluding taxes and tips. Standard amounts are provided for in-state and out-of-state travel destinations. If travel location is not listed then the standard guidelines apply.

IN-STATE	LODGING	M & IE RATE
STANDARD	83	41
Abingdon (Washington)	96	46
Blacksburg (Montgomery)	96	46
Charlottesville (Albemarle & Greene County)	125	56
Fredericksburg (Spotsylvania, Stafford & Caroline Counties)	84	56
Loudoun (Loudoun County)	96	61
Lynchburg (Campbell)	90	51
Manassas (Prince William Co)	85	56
Norfolk and Portsmouth	87	61
Richmond (City Limits)	113	66
Roanoke (City Limits)	102	51
Virginia Beach	*Varies	56
Wallops Island	*Varies	56
Warrenton (Faquier)	108	46
Williamsburg (James City & York Counties)	*Varies	51

1. Richmond includes: City of Richmond, Chesterfield, Goochland, Henrico, and Richmond Counties.
2. Tidewater Region includes: Norfolk, Chesapeake Portsmouth, Suffolk and Virginia Beach.
3. Williamsburg includes: Cities of Williamsburg, James City, Hampton, Newport News, Poquoson, and York County.

*When making reservations for lodging make sure you ask for state rates. **If your lodging exceeds the guidelines you must obtain prior approval from the President or the Designee.** See the Business Office for further instructions.

OUT-OF-STATE	LODGING	M & IE RATE
STANDARD	94	46
Austin, TX (Travis)	*Varies	71
Atlanta ,GA (Fulton, Cobb, Dekalb Counties)	135	56
Baltimore, MD	*Varies	71
Baltimore County, MD	98	61
Boston / Cambridge	*Varies	71
Charleston, SC	*Varies	56
Charlotte, NC (Mecklenburg County)	110	51
Chicago, IL	*Varies	71
Cincinnati, OH	132	56
Cleveland, OH	119	56
Dallas, TX (Dallas County and City Limits	*Varies	71
Denver /Aurora, CO	163	66
Detroit, MI (Wayne County)	109	56
Fort Lauderdale, FL	*Varies	71
Houston, TX	*Varies	71
Kansas City, MO	106	61
Las Vegas, NV (Clark Cou	96	71
Los Angeles, CA	138	71
Miami, FL	*Varies	66
Minneapolis/St. Paul, MN	135	71
Nashville, TN	*Varies	66
New Orleans , LA	*Varies	71
New York City, NY	*Varies	71
Newark, NJ	134	61
Orlando, FL	115	56
Palm Springs, CA	*Varies	71
Philadelphia, PA	*Varies	66
Phoenix/Scottsdale, AZ	*Varies	71
Pittsburgh, PA	128	71
San Antonio, TX	115	66
San Diego, CA (San Diego County)	142	71
San Francisco, CA	*Varies	71
Savannah, GA	101	56
Seattle, WA (King County)	*Varies	71
St. Louis, MO	115	66
Tampa/St. Petersburg, FL	*Varies	51
Washington, DC	*Varies	71
White Plains/Tarrytown/ New Rochelle/ Yonkers, NY	145	71

4. Washington, DC includes Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Loudon, Fairfax; and Maryland counties of Montgomery and Prince George.

*** Varied lodging rates. Check with the Business Office for the correct rate.**

2. **Meals and certain incidental travel expenses** are reimbursed only for **overnight** official business travel outside the traveler’s official station. Reimbursement for such expenses including all related taxes and tips is made to the traveler based on a per diem (MI&E).

For **departure and return travel days**, **75%** of the appropriate per diem is allowable and will be reimbursed based upon where the night was spent as follows.

Departure Day: Where you spend the night.

Return Day: Where you spent the night before returning to home base.

Total	\$41	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	7	7	8	9	10	11	12
Lunch	11	11	12	13	15	16	18
Dinner	18	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5	5
75%	\$32	\$36	\$40	\$44	\$47	\$51	\$55

M&IE Rate Table and 75% Travel Days

- **No Cost Meals.** When the meals are provided at no cost to the traveler, the applicable M&IE per diem is reduced by the dollar amount shown for the applicable meal in the **Meal Rate Table** (see above). When meals are included with registration or lodging expense as part of the package plan, record the number and type of meals (Breakfast, Lunch, and Dinner) on the travel voucher.
- **Incidental Travel Expenses Covered by the M&IE Per Diem.** All service fees or tips (including but not limited to bellhops, skycaps, maids, waiters, waitresses, taxi and limousine drivers), laundry expense, personal telephone calls, and transportation between places of lodging or business and places where meals are taken are reimbursed through the incidental expense portion of the M&IE per diem. Actual expenses incurred during overnight travel for those expense categories are not permitted.

3. Parking, Tolls, Taxis, and Other For-Hire Transportation:

If the reimbursement claim exceeds \$10.00 a receipt is required. For tolls the name of the facility, bridge, tunnel, and turnpike, where applicable and it must be included in an attachment to the travel voucher.

4. **Business Calls, Telegrams and Facsimiles** made on official business and paid for by the traveler may be claimed on the travel voucher. The points and parties between which the calls were made, or the wires sent, must be stated on the voucher with the reason they were made.
5. **Reimbursement for mileage** is \$.56 a mile if the state car or rental car is not available, or mileage is less than 100 miles per day; \$.246 a mile if a state car or rental car is available and you choose to drive your own car for convenience. All requests for the state car should be made prior to your trip.

Trip calculator must be used to calculate vehicle cost and to reserve a rental car with Enterprise.

Website: www.dgs.virginia.gov/fleet.aspx

You may reserve the state car by contacting the Business Office at ext. 5214

- ❖ **Round-trip Mileage between an Employees Residence and Base Point** incurred on a scheduled workday is considered commuting mileage. An employee can have only assigned base point. The employee's normal daily roundtrip commuting mileage and any personal mileage incurred must be subtracted from the employee's total travel mileage while on official state business. Commute miles **must be properly deducted and documented** on the travel voucher.
- ❖ **Car Rental** Refer to page 35 of state travel regulations. Consult the Business Office for allowable costs associated with car rental reimbursements.

Important Travel Voucher Information

- ❖ All **original receipts** for hotel, gas, registration fees, tolls, and public transportation must be attached to the travel voucher. No Charge card statement or tissue receipts are acceptable.
- ❖ **Airfare** may be charged to PVCC's Air Travel Card or Small Purchase Charge Card or personal credit card. Direct billing by travel agency is not allowed. .
- ❖ **Use of Internet** to procure travel services is allowed. Suggested Sites are: Priceline.com, Expedia.com, Orbitz.com, or Travelocity.com. **Copy final page from Internet showing total cost and confirmed services must be attached to travel voucher.** Airline confirmation (either

ticket or boarding pass) must also be attached to the travel voucher.

- ❖ ALL LODGING RECEIPTS MUST BE ITEMIZED AND SHOW A "\$0" BALANCE IN ORDER TO BE REIMBURSED.
- ❖ Each day's expenses must be shown separately on the travel reimbursement voucher.
- ❖ **Overnight travel** expected to exceed \$500 must have authorized approval. In addition, a copy of this pre-approval must be attached to all vendor payments, such as registration, fees, airline payments and VISA log files.

TRAVEL REIMBURSEMENT VOUCHER:
http://www.doa.virginia.gov/General_Accounting/Forms/Travel_Reim_Form.xls

Travelers must submit the Travel Expense Reimbursement Voucher to the supervisor within 30 days after completion of trip.

Non-Allowable Reimbursement Expenses

1. **Meals-Other** meal expenses not involving an overnight stay **are not reimbursable** unless documentation supporting the reimbursement clearly establishes that the meal is taken during overtime work periods or for official business reasons. To be eligible for reimbursement, non-travel official business meals must be essential to the agency's mission, be a business of necessity, involve substantive and bona fide business discussions, and be approved by the agency head, or designee. An itemized receipt must be attached to the travel voucher in order to obtain reimbursement. Reimbursements for meals/snacks provided at regularly scheduled or routine meetings or as a **perk** are not permitted.
2. **Car Rental Insurance-** traveler is covered by the College's insurance plan when a Travel Authorization Form is signed.
3. **Entertainment Function** - in-room movies tennis, golf, theater, concerts, museums, etc.
4. **Registration Fees** for non-business related events that are clearly for the employee's benefit and will result in no direct benefit to the institution.
5. **Alcohol** - State funds are not to be used for alcoholic beverages.
6. **Travel Credits** - (including frequent flyer credits), reduced rates or free services received from public facilities (i.e., airlines, car rental agencies, motels etc.) by persons for whatever reason, accrue to the College.
7. **Rental Vehicles** - should be refueled before being turned in since refueling charges by the rental agency are usually very expensive and may not be reimbursed.

STATE TRAVEL REGULATIONS ON THE
 DOA WEBSITE:
http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_topics/20335.pdf



Travel Regulations

“Helpful Hints”

Business Office
 Applies to Policies Effective October 1, 2014
 Updated 10/13/2014