

DAS Travel

Out-of-State Procedures

All requests for Out-of-State travel will be approved by the Director of Operations; this includes travel by Division Administrators. Out-of-State travel requests should be routed through the DAS Director of Operations office. Travel requests will be returned to the Division upon approval by the Director of Operations.

- ✓ Employee provides details for out-of-state business travel to Division Travel Coordinator.
- ✓ The Division Administrator will authorize any out-of-state travel prior to official state business trip.
- ✓ The Division approved authorization for out-of-state travel form, the completed Criteria for Out-of- State Travel form and any necessary documentation will be sent to the Director of Operations office for approval.
- ✓ After Director of Operations approval is obtained and Division is notified, any necessary reservations and/or prepayments may be completed.

Domestic airline ticket purchases shall be charged through the Central Travel Summary Account (CTS account).

- ✓ Traveler leaves their official workstation to conduct state business.
- ✓ After completion of state business travel a travel expense detail sheet (TEDS) is prepared by the employee and reviewed by the Division Travel Coordinator; it is submitted for Manager, Supervisor or Administrator's approval.
- ✓ Division retains a copy of the TEDS, sending the original (include original receipts) to the Office of Business Administration (OBA) for review of accuracy, completeness, and compliance with all statutes, rules, policies and procedures.

All travel claims should be submitted within the quarter in which the costs were incurred.

- ✓ DAS Travel Coordinator processes the travel reimbursement claim.
- ✓ Travel claims are reimbursed by warrant; taxable claims may be reimbursed using the state payroll system.

"Items to include with the Travel Expense Detail Sheet; Out-of-State Travel Authorization Form, Out-of-State Travel Approval Form, Conference/Training Itinerary, Travel Receipt (Airline, Amtrak Ticket etc.), Hotel/Motel Document, Vehicle Rental Receipt, and Expense Receipts over \$25.00."