

Department of Administrative Services - State Accounting Enterprise

| Section | Procedure Number | Page Number | Effective Date |
|----------------|---|-------------|-----------------|
| PRE-AUDIT | 204.250 | 1 of 1 | January 1, 2019 |
| Subject | GENERAL PROVISIONS USE OF A TRAVEL PAYMENT VERSUS A GENERAL ACCOUNTING EXPENDITURE | | |

1. Any reimbursement to an employee, whether for travel, uniforms, educational assistance, etc., must be submitted on a Travel Payment (TP) document. See Procedure 204.400, 4.
2. Any direct bill travel expense payments made on behalf of the employee must be paid on a TP: Example: A meal provided at a State sponsored conference.

This does not eliminate the requirements for direct bill, as outlined in Procedure 210.115. See Procedure 204.400, 4.
3. All other payments made on behalf of an employee such as physicals, footwear, cleaning of uniforms, etc., shall be paid on a General Accounting Expenditure (GAX) document.
4. Travel expenses paid to a non-employee for interviewing shall be paid on a TP using the vendor customer number. However, when an individual is hired by the State and interview travel expenses have not been reimbursed when the individual is added to the payroll system, the expense must be paid on a TP using the employee vendor customer number. For more information on interview expenses, see Procedure 220.400.
5. Reimbursement for travel expenses must be submitted within 30 days of completion of travel to the reimbursing department.