

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.140	1 of 2	July 1, 2009 Revised 7/1/16
<b>Subject</b>	TRAVEL GENERAL – MISCELLANEOUS EXPENSES		

### 1. Definition

Miscellaneous expenses are those deemed necessary in the conduct of the official business of the state, which are not included in the categories of subsistence, mileage, and state-owned vehicle operation. All miscellaneous expenses shall be claimed under the column heading "miscellaneous expense" on the travel payment and be supported by sufficient documentation.

### 2. Receipts

A receipt for each and every transaction involving miscellaneous expenditures shall be provided. Receipts are required for such things as admission tickets, registration receipts, parking/taxi fees, stamp purchases, supplies, telephone calls and similar expenses. See Procedure 210.102 for more details.

### 3. Some of the more common miscellaneous expenses are:

a. Telephone messages

Expenses for official telephone messages, which must be paid for by the traveler, shall be allowed. Toll and local calls and telegrams should be supported and attached to the travel claim showing date, city called or telegraphed, name of person or firm called, where the telegram was sent, and amount of each call or telegram. For telephone calls made from telephone booths, an explanation on the claim is sufficient.

b. Stenographic or typewriting services

Charges for official stenographic or typewriting services will be allowed while on official travel. An explanation must be submitted with the travel payment.

c. Fax copies

Expenses incurred to send or receive information via fax for business purposes shall be allowed. An actual receipt must be attached to the travel payment.

d. Purchase of supplies

The purchase of stationery and all other similar supplies shall be allowed in emergencies warranting their use for handling of official business while on official travel, and shall be submitted and certified on a travel payment with the proper invoices or receipts attached which show the items have been purchased. These employee purchases are to be kept to a minimum since the correct procedure for purchasing supplies is for the department to order from the State's Contract Vendor. See Procedure 260.175.

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- e. Parking - See Procedure 210.135.
- f. Incidental expenses  
Normally, service charges or other expenses, such as shoe shines or personal phone calls incurred at the personal discretion of the employee for their convenience, are not reimbursable and shall be deducted from the travel claim if included. If there are extenuating circumstances where an employee feels they should be reimbursed for these types of expenditures, an explanation must be included on the TP.
- g. Baggage  
Charges for baggage in excess of the weight or of the size carried by transportation companies shall be allowed if such baggage is used for official business. Charges for the storage of baggage may also be allowed if it is shown that such storage was on account of official business. An explanation and a receipt must be submitted with the travel payment. Shipping of materials may be allowed with a business justification and receipt.
- h. Collision damage insurance  
When renting an auto for state business, collision damage insurance paid to the auto rental company is an allowable expense. To receive reimbursement, the actual receipt must be attached to the travel claim.
- i. Laundry and dry cleaning  
Reasonable laundry and dry cleaning expense is allowed when the employee's travel exceeds five (5) working days. Actual receipt or documentation on the hotel bill must be attached to the travel claim when it is the hotel facilities that are utilized. Laundromats may be used to save money. Use of the laundromat should be properly documented on the claim.
- j. Internet Access  
Internet access charges shall include an explanation for the business purpose on the claim.
- k. Taxi/Other Transportation Expense  
Reimbursement to take a taxi/other transportation for meals is considered to be a personal expense and is not reimbursable.