

## Department of Administrative Services - State Accounting Enterprise

<b>Section</b> PRE-AUDIT	<b>Procedure Number</b> 210.225	<b>Page Number</b> 1 of 1	<b>Effective Date</b> July 1, 2003 Revised 7/1/17
<b>Subject</b> TRAVEL IN-STATE – TEMPORARY DUTY ASSIGNMENT			

**1. Temporary Duty Assignment**

“Temporary duty assignment” shall be construed to mean the state employee is in “travel status” and all appropriate travel procedures shall apply to the reimbursement expenses. See Procedure 210.109 “travel status” definition.

**2. Subsistence While on Temporary Duty Assignment**

When an employee is on temporary duty assignment, subsistence may be allowed for each day, including Saturdays, Sundays, and holidays, from the time of departure from the temporary new official domicile, return to the previous official domicile, and back to the temporarily assigned domicile.

**3. Weekends**

When authorized by the Department Head or Designee, an employee on temporary duty assignment will be reimbursed for expenses involved while returning home for the weekend, provided the amount thereof, including transportation, does not exceed the amount that would have been allowable had the employee remained at the temporary duty location.