

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.240	1 of 1	July 1, 2003
Subject TRAVEL IN-STATE – FAIR / TRADE SHOW AND SIMILAR EXPENSES			

In conjunction with fairs, trade show, and similar events, the following guidelines should be used by all departments in determining allowable reimbursements to those employees required to work at them.

1. Gate admission will be allowed one time per day if not included in the price of exhibit space rental. The document number and paid date of the claim in which the exhibit space rental was paid must be included on the employee's travel claim.
2. Parking fee of a personal or state car will be allowed one time each day if not included in the cost of exhibit space rental. The document number and paid date of the claim in which the exhibit space rental was paid must be included on the employee's travel claim.
3. Mileage from a permanently assigned duty station, or, for a field employee, from the official domicile is allowable. Mileage from the Capitol Complex to the State Fairgrounds and return is set at seven miles. The reimbursable mileage is the same regardless of the day of the week. Those employees who live in surrounding areas by personal choice are reimbursed from their work domicile in all instances - not from their homes. If the employee's home is closer than his/her official domicile, and the employee leaves from his/her home, no reimbursement is allowable for the mileage.
4. Meals are allowed in accordance with Procedures 210.108 and 210.205. Meals are not allowed when the event is in the official domicile of the employee.