

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.105	1 of 1	July 1, 2003 Revised 6/1/04
Subject TRAVEL GENERAL – OFFICIAL DOMICILE - DEFINED			

1. Office Employee

- a. The official domicile of an officer or employee assigned to an office is the city, town, or metropolitan area within which such office is located. DAS-SAE-Daily Processing reserves the right to establish "metropolitan areas" for office employees. See Procedure 210.106 for a current listing of all metropolitan areas, which have been defined.
- b. Departments with a need to define the official domicile of an office employee as something other than a city (such as a county domicile or work-area domicile), may have their request considered by defining their official domicile criteria and submitting the request for consideration to DAS-SAE-Daily Processing Program Manager.

2. Field Employee

The official domicile of field employees shall be designated by the administrative head of the state department. As an aid to department heads in further defining official domicile for the purpose of expense reimbursement, the following alternatives may be considered:

- a. The domicile may be defined as the city and contiguous suburbs in which the employee spends over 50% of his/her working day;
- b. The domicile may be designated as the county in which an employee works the majority of his/her time, even though he/she may be in several different cities and towns in a day;
- c. A work area based upon a division, section, or area of a department's operation may be a logical domicile of department employees. This area could follow geographical areas based upon the department's responsibilities but should be larger than a metropolitan area;
- d. Field employees, or those who do not spend over 50% of the working day in any one city, may have their domicile designated by the post office address of their residence.
- e. Field employees may have as a designated official domicile the city of their residence. If the individual's official domicile is their residence and it has a rural route address, the town associated with the rural route address shall be designated as the official domicile.