

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.100	1 of 1	July 1, 2011
Subject TRAVEL – GENERAL – GENERAL INFORMATION			

1. All travelers shall provide themselves with sufficient funds for all current expenses. However, travel advances are allowed for employees in certain instances. See Procedures 210.210 and 210.310 for details. Any other exception to this shall be requested in writing to the DAS-SAE-Daily Processing Program Manager. For further details regarding direct billing, see Procedure 210.115.
2. Reimbursable expenses and travel allowances shall be limited to an allowance for meals, lodging, transportation, and other actual and necessary travel expenses incurred by a traveler in the performance of official duties subject to applicable limitations. Funds for personal mileage will be reimbursed at the current rate allowable per mile. See Procedure 210.130(1).
3. All official travel shall be authorized by the administrative head of the Department or the designated representative, prior to the travel whenever possible.
4. Reimbursement for transportation approved by the administrative head of the Department shall be for the most economical or advantageous mode and by the usually traveled route. See Procedure 210.200(1)(c).