

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	230.500	1 of 1	July 1, 2003 Revised 1/1/19
Subject	PAYMENT POLICIES VOLUNTEER EXPENSES		

Travel expenses of volunteers, when approved by the Department Head, are an allowable state expense. The same rules that apply for state employees also apply to volunteers. A Travel Payment (TP) with the proper signatures and supporting documentation shall be submitted for reimbursement. See Procedure 204.200.