Policy 2006

From Human Resources

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(diff) ←Older revision | Current revision (diff) | Newer revision→ (diff)

PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Out-of-State Travel **Policy Number**: 2006 **Chapter Title**: Subsistence **Effective Date**: July 1, 2008 **Supersedes Policy Number**: 2006 **Dated**: October 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department will provide travel time as well as transportation and expense allowance to employees as described in this personnel policy and in Financial Policies and Procedures "Expense and Reimbursement Policies," whenever out-of-state travel is required to conduct official department business. When out-of-state travel is required, prior approval must be obtained as described in the "Expense and Reimbursement Policies."

PROVISIONS / REQUIREMENTS

1. Requests for out-of-state travel should be reviewed against the following criteria before a decision is made to approve the out-of-state travel: purpose of the meeting, background needed to attend the meeting, facts relating to similar in-state meetings, number of employees attending, and budget constraints.

2. The required travel time to and from the out-of-state destination is chargeable as work time. This includes situations when an employee travels on Saturday or Sunday to attend a conference or meeting that begins on Monday. Time in excess of the required travel time will not be charged as work time.

3. Out-of-state travel by airlines (within the Continental United States) can usually be achieved in one workday. Travel time in excess of one workday, to and from the destination, may be approved by a supervisor in cases with extenuating business-related circumstances where travel using a state-leased or state-owned vehicle is the approved means of travel.

4. If it is cost beneficial for an employee to return from the destination on a non-workday, such as returning on a Saturday instead of Friday, the employee will not be required to charge annual leave or compensatory time for the extra workday he/she is out-of-state. On the day of travel for this return trip, required travel time will be chargeable as work time. Before a supervisor approves an employee to return on a non-workday, he/she must determine there will be a reasonable savings by comparing the cost of the airfare for returning on the workday to the additional cost if the employee stays another day. The total cost to stay an extra day will include such items as the cost of the airfare on the non-workday, an extra day of motel and meal expenses, and additional time reported to the work schedule that can result in either straight time overtime or time-and-a half overtime.

5. If an employee wants to spend additional time at or travel to or from an out-of-state location, the additional time beyond what is confirmed as work-related, will be charged to annual leave or compensatory time, and the use of a state-leased or state-owned vehicle will not be permitted. When an employee is approved to take a personal vehicle, the travel time to and from the destination that will be allowed to be recorded as work time will be limited to one workday each way and cannot exceed the travel time that would have occurred if the employee had traveled by commercial airlines.

CROSS REFERENCE

Financial Policies and Procedures "Expense and Reimbursement Policies" (http://financialpp.gh.modot.local/index.php/Category:Expenses_and_Reimbursements)

[1] (http://sharepoint/facilitation/CT/policy/default.aspx)

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