INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Randy Gillespie
Chief Financial Officer

DATE: April 12, 2011

SUBJECT: DWD Policy 2010-14
The Indiana Department of Workforce Development's Employee Travel Policy

Purpose
To explain the procedures for in-state travel and out-of-state travel and how to claim reimbursement for business travel expenses for all Indiana Department of Workforce Development (DWD) employees. Also, to explain the requirement that each DWD employee who will travel for the Department must be set up in PeopleSoft Financials and have two forms on file with DWD Accounting before travel occurs and when these forms must be updated. This policy consolidates all prior Indiana Department of Workforce Development (DWD) travel policies and is to be used in conjunction with the Indiana Department of Administration's (IDOA) *State Travel Policies and Procedures* found at http://www.in.gov/idoa/files/travel_policy.pdf. All forms and travel guides referenced in this policy are accessible on DWD's intranet website, FAZIO, at Forms and Reports, Employee Travel.

Rescissions
DWD Policy 2002-31, In-State Lodging Rate Increase, issued April 11, 2003
DWD Policy 2002-42, Travel Reimbursement Checks Distribution/Direct Deposit of Travel Reimbursement Checks, issued April 25, 2003
DWD Policy 2003-23, State of Indiana Travel Policies and Procedure Changes, issued January 23, 2004
DWD Policy 2003-31, New Travel Regulations Implementation, issued May 1, 2004
DWD Policy 2004-21, Request for Travel Advance Funds, issued April 1, 2005
DWD Policy 2004-26, Letter of Authorization for Travel, issued March 31, 2005
DWD Policy 2004-27, Out-of-State Travel Authorization, issued March 31, 2005
DWD Policy 2004-28, State Travel Bonuses Policy, issued March 31, 2005
DWD Policy 2004-29, Travel Management Agency for the State of Indiana, issued March 31, 2005
DWD Policy 2004-30, Travel Claim Processing, issued March 31, 2005

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REQUIRED FORMS ON FILE WITH DWD ACCOUNTING BEFORE INITIAL TRAVEL
All DWD employees who will travel on business must be set up in the PeopleSoft Financials system. The employee or the employee's supervisor must notify DWD's Travel Accountant that the employee will be traveling for the Department and provide the employee's PeopleSoft number. The employee must send a completed Letter of Travel Authorization, DWD Form 2541, as well as Vendor Information, State Form 53788, to DWD Accounting's Travel Accountant ***before initial travel occurs***. Once the forms are received, the Travel Accountant will complete the process for the employee to use the PeopleSoft Financials system. During an employee's employment tenure at the Department of Workforce Development, these two completed forms will remain on file with DWD Accounting and remain valid. However, if one of the following occurs, the employee must complete a new Letter of Travel Authorization and submit it to DWD Accounting with a new effective date:

1. The employee has a change of station (see the form's explanation of "official post or station");
2. The employee has a change of home address;
3. The employee's name changes;
4. The employee leaves/transfers from DWD.

If an address, name or banking change is made, the employee must also submit a new Vendor Information form. Please note that changes to an employee's Human Resources or Payroll information record are not accomplished with submission of these forms to DWD Accounting. DWD employees are required to notify DWD Human Resources and DWD Payroll separately of these changes.

IN-STATE TRAVEL PROCEDURES
Before traveling, the required Letter of Travel Authorization and Vendor Information form must be on file with DWD Accounting and the employee registered for access to PeopleSoft Financials.

DWD Administrative Office staff who need to travel at least 122 miles per day must first complete a DWD Vehicle Reservation Request which is on FAZIO and submit it by e-mail to Management Services staff, both Pat Freeman and Emily Wright (whose contact information is at the end of this policy) to check the availability of DWD pool vehicles. A confirmation will be sent to the employee indicating which vehicle has been reserved. Any changes or cancellations to the original request must be sent by e-mail to Ms. Freeman and Ms. Wright. If a pool vehicle is not available, staff must rent a car from Enterprise as explained below. Once Administrative Office staff is approved to rent a vehicle, they should contact Management Service's Ms. Freeman or Ms. Wright for a gasoline credit card to use. If a card is not available, staff should submit original gasoline receipts along with a copy of the Rental Vehicle Use Agreement, Form 53553, and their Expense Report (Travel Voucher) to DWD Accounting for reimbursement.

DWD staff located outside the Administrative Office and those Administrative Office staff unable to secure a DWD pool vehicle needing to travel over 122 miles per day should follow the instructions on FAZIO for Renting a Vehicle for Business Use in Indiana. The employee needs to complete a Rental Vehicle Use Agreement, Form 53553, whose instructions are on FAZIO. The Rental Vehicle Use Agreement, Form 53553, must be approved by DWD Accounting prior to travel. Once approved, staff follows the Enterprise Instructions to make a reservation. Staff located outside the Administrative office should submit original gasoline receipts along with a copy of Form 53553, and their Expense Report (Travel Voucher) to DWD Accounting for reimbursement.

Vehicle
When calculating the distance traveled, it must correspond to the shortest distance option through the Rand McNally website at http://www.randmcnally.com/. If the planned roundtrip is over 122 miles per day, a vehicle from the motor pool or Enterprise rental must be secured for the travel. If using own car for a planned roundtrip less than 122 miles per day, the current mileage reimbursement rate per mile for all business miles driven is posted on the Indiana Department of Administration's Web site at http://www.in.gov/idoa/2459.htm at Hotel, Parking, and Mileage Rates.

Lodging
An employee is not entitled to lodging or a subsistence allowance for overnight travel if the travel takes the person fifty miles or less from the employee's station or home. When traveling in state, employees need to make their own hotel reservations requesting the government rate. If the government rate is not available, contact DWD Accounting. The current in-state lodging rate is posted at http://www.in.gov/idoa/2459.htm at Hotel, Parking, and Mileage Rates. Please note that there is an exception for Indianapolis lodging and that rate is also posted at the IDOA link. If an employee accepts a hotel rate higher than the maximum rate, the employee will only be reimbursed up to the maximum hotel rate plus applicable taxes allowed for that hotel.

Subsistence for Meals while Traveling In-State and Out-of-State
A person in travel status may be entitled to a subsistence allowance under IDOA rules explained in the IDOA Travel Rules, http://www.in.gov/idoa/files/travel_policy.pdf, at page 15. For in state, same day travel subsistence, a traveler must be in travel status over twelve hours. Refer to the chart explanation in the referenced IDOA Travel Rules.

For in-state and out-of-state **overnight travel subsistence**, the following chart details the reimbursement schedule. An original paid lodging bill receipt is required to claim subsistence for overnight travel.

	In-State Travel	Out-of-State Travel
Departure before 12 p.m.:	$26	$32
Departure between 12 p.m. and 4:30 p.m.:	$13	$16
Departure after 4:30 p.m.:	None	None
Return before 12 p.m., but after 7:30 a.m.:	$13	$16
Return after 12 p.m.:	$26	$32

Per diem for in-state travel is $26 a day and out-of-state travel is $32 a day *minus any meals provided while in travel status.* Examples when subsistence could not be paid is when a meal is included as part of the registration fee or by a hotel in the room charge. The rates for provided meals follow:

In-State Travel: Breakfast $6.50, Lunch $6.50, and Dinner $13.

Out-of-State Travel: Breakfast $8, Lunch $8, and Dinner $16.

OUT-OF-STATE TRAVEL REQUEST PROCEDURES
Under no circumstance is a traveler to go on an out-of-state trip without receiving approval from IDOA prior to the trip. If a traveler is uncertain about whether a trip has been approved, immediately contact DWD Accounting.

Before traveling, the required Letter of Travel Authorization and Vendor Information form must be on file with DWD Accounting and the employee registered for access to PeopleSoft Financials. All state employees who travel to another state for any job-related reason must have an approved Authorization/Request for Out of State Travel, whether or not it is paid by the State. This includes, but is not limited to, conferences, seminars or meetings, and one-day trips to locations in bordering states.

The only exception to creating an Authorization/Request for Out of State Travel in PeopleSoft is for DWD employees who customarily travel on business to the contiguous states of Illinois, Kentucky, Michigan, and Ohio. The distance traveled by vehicle into the adjacent state cannot exceed fifty (50) miles, and employees do not claim lodging reimbursements when outside Indiana. This limited blanket approval is done by DWD Accounting each fiscal year for those requesting employees.

How to Complete an Authorization/Request for Out of State Travel

To complete an Authorization/Request for Out of State Travel, State Form 823, DWD employees must answer several detailed questions about the associated costs for the proposed travel in the PeopleSoft Financials system. Employees use their PeopleSoft sign-in to enter the PeopleSoft Financials Encompass system choosing Travel and Expenses→Travel and Expense Center→Travel Authorization. Acronyms should not be used when completing the request. There are PeopleSoft Traveler Guides for users and approvers on FAZIO.

The following information is required to complete the travel authorization:

- ✓ The employee's name, exactly as written on his/her driver's license, and the employee's date of birth must be reported in the "Purpose of Travel" section for airline ticketing purposes.

- ✓ Include separately the estimated cost of lodging (including tax rate), airfare or car fare, baggage fees, and other miscellaneous expenses such as shuttle or other ground transportation to be used to the airport or in the city of destination as well as airport parking fees in the city/state of origin. There is a maximum base rate for airport parking per day; however, if the facility charges airport fees and gas surcharges, those may be reimbursed with an itemized receipt. The current rate is posted on the IDOA page at http://www.in.gov/idoa/2459.htm under Hotel, Parking, and Mileage Rates.

- ✓ Please note that a traveler cannot be reimbursed for the cost of tipping for ground transportation such as a taxi or shuttle service.

- ✓ Include the $32 a day per diem except for meals furnished as explained previously in this policy.

- ✓ Include the estimated cost of registration, though the employee will not be responsible for that cost. If the travel is approved, the registration fees are submitted to DWD Accounting.

- ✓ Attach a copy of the proposed meeting's daily agenda or schedule, which includes documentation of dates, locations and registration fees.

- ✓ If information for the meeting is not in writing, i.e., the employee was notified by telephone, and the traveler cannot submit the Authorization/Request for Out of State Travel in a timely manner, please contact DWD Accounting for guidance.

- ✓ Indicate if more than one employee is requesting attendance at the same event. Two memos of justification should be written, one to the DWD Commissioner and one to the Commissioner of IDOA, listing each employee's name and why it benefits Indiana to send multiple employees. The letters are attached to the printed Authorization/Request for Out of State Travel.

- ✓ If an employee is driving to the out-of-state destination, State travel rules require the use of state-owned or state-rented vehicles. A Rental Vehicle User Agreement, State Form 53553, must be completed and attached to the Authorization for Out of State Travel. If requesting to use a personal automobile, the employee must attach a letter of justification to the request. The only exceptions are travel to and from the airport or weekend travel. Approval for use of personal automobiles can only be authorized by the Indiana Department of Administration.

Once all is entered in PeopleSoft, **choose "saved for later"** ***but do not submit it online*** until the travel is approved by DWD Accounting and the Indiana Department of Administration. Print the Authorization/Request for Out of State Travel, State Form 823, on 5-part carbonless standard sequence paper by placing the paper in a printer and requesting five copies. Make sure that the correct sides are inserted so that signatures and initials are visible on all five copies. Corrections may be made on the printed request, but it should have a professional appearance. The carbonless paper is available for field staff from the DWD stockroom by using DWD PeopleSoft eProcurement system, Item ID # 000000000100022866 or Vendor ID # P115PSCBL. Administrative Office staff should contact DWD Accounting.

The employee's manager initials approval next to the traveler's signature on the printed State Form 823, and then the employee submits the printed forms and required attachments to DWD Accounting.

Deadline for Submitting Request for Out-of-State Travel
State Form 823 must be received by DWD Accounting a **minimum of 45 days** prior to the date of departure. IDOA must have at a **minimum of 30 days** prior to the date of departure to approve the Authorization if the travel is within the continental United States per IDOA regulations. **If these deadlines cannot be reached, the traveler needs to submit a letter with justification that explains the reasons for the late request.**

Deadline for Submitting Request for Out-of-the-Country Travel
In the event a traveler is going out of the country, the approval process takes approximately sixty (60) days. Therefore, the State Form 823 needs to be submitted to DWD Accounting a minimum of 75 days prior to travel.

Employee's Actions After Approval of Request for Out-of-State Travel
When the employee is notified that the trip is approved, the employee should:

- Submit the Travel Authorization through the PeopleSoft Financials Encompass system and the employee's manager will approve the travel through PeopleSoft Encompass. The manager can refer to the PeopleSoft Travel and Expenses Approver Guide.
- Make the hotel reservation.
- Immediately complete and submit Training Registration & Request for Payment/Reimbursement, which is on FAZIO, to DWD Accounting if there is a registration fee involved with attendance at the meeting. The employee will be notified when this has been completed.

The airline ticket(s) will be purchased and delivered to DWD Accounting and the traveler via e-mail. The delivery time for the ticket is approximately one week prior to departure date.

Employee's Actions If Request for Out-of-State Travel is Canceled
If for any reason the out-of-state trip is canceled, it is the traveler's responsibility to cancel **ALL** accommodations. This includes, but is not limited to, the meeting registration, hotel reservations, airline tickets and reserved state-owned or state-rented vehicles. The traveler must also inform DWD Accounting of the cancellation **PRIOR** to the intended departure date.

TRAVEL CLAIM PROCESSING FOR REIMBURSEMENT

Claiming Reimbursement for In-State and Out-of-State Travel

DWD employees must complete and submit an Expense Report (Travel Voucher), State Form 980, for business travel reimbursement. The form is accessed through the PeopleSoft Financials link on FAZIO. Using the employee's PeopleSoft sign-in at that site leads to the Encompass system. There the employee chooses Travel and Expenses→Travel and Expense Center →Expense Report. Once completed, the employee signs the form and then the employee's manager initials. Original receipts are attached to the Travel Voucher before submission to the DWD Travel Accountant. If original receipts are not available, the employee must complete Certification for Missing Receipt, State Form 42275. A PeopleSoft Travel and Expenses Traveler Guide for Expense Reports (Travel Vouchers) is available on FAZIO.

Expense Report Travel Vouchers must be submitted for reimbursement at least quarterly (based upon travel) AND within the same fiscal year. The regular cutoff date for submission is the tenth calendar day of the month following quarter end. For example, travel for January through March must be submitted and received by April 10. The exception would be travel between the Auditor's year-end close and June 30 which would have to be submitted by July 10. If a voucher is submitted after the required time period, it is considered late and must include a memo addressed to the Chief Financial Officer explaining the reason for late submittal.

Other requirements for correctly submitting an approved Travel Voucher are the following:

- All claim forms must be on white paper **and completed in black ink**.
- Travel forms are State mandated forms that cannot be altered.
- Font size should always be 12 pitch.
- The Travel Voucher, State Form 980, must be printed in "landscape" format and should fill the "8 ½ X 11" sheet of paper.
  - The traveler or supervisor must initial any corrections (whiteout) on the State Form 980.
  - If additional pages are needed, include page numbers on each page and combined column totals on the last page (latest travel date).
  - The employee must sign each page being submitted.
- The State Auditor's Office requires that all travel receipts must be originals and attached to a plain white sheet of paper. If the traveler does not have an original receipt, a Certification for Missing Receipt, State Form 42275, needs to be completed and signed by both the traveler and supervisor.
- All hotel receipts must be originals with "zero balances" or some additional form of proof of payment, i.e., charge slips, etc.
- The current employee mileage reimbursement rate per mile is published on the IDOA website, at http://www.in.gov/idoa/2459.htm under Hotel, Parking and Mileage Rates. If a rental car was used, attach the Rental Vehicle Use Agreement. For employees who bought gasoline for their rental cars, include original gasoline receipts.
- The current in-state lodging rate is posted at http://www.in.gov/idoa/2459.htm at Hotel, Parking, and Mileage Rates. Please note that there is an exception for Indianapolis lodging. That Indianapolis rate is also posted at the IDOA link. If an employee accepts a hotel rate higher than the maximum rate, the employee will only be reimbursed up to the maximum hotel rate plus applicable taxes allowed for that hotel. Out-of-state lodging costs will be reviewed by the Indiana Department of Administration for reasonableness. State employees are always expected to request the state government rate when making their lodging reservations.

IDOA Rule Requiring the Reporting of Premium, Bonus or Compensation Acquired
Indiana Department of Administration's *State Travel Policies and Procedures* at Section 4-8, Travel Bonuses, explains that "any premium, bonus, or compensation acquired by any individual as a result of travel either paid for or reimbursed by the State under this circular is the property of the State. This includes but is not limited to bonuses, premiums and compensation for 1) airline travel, 2) other common carrier, 3) hotel or motel, and 4) rental cars." The state employee is required to report the compensation, premium or bonus to the Agency. For example, if a state employee earns a free night of lodging for staying at a hotel for a certain number of nights, that free night of lodging is the property of the State. It cannot be used for the employee's personal use. Since the bonus was given due to lodging while on State business, it must therefore be relinquished to the State by using the free night in the performance of further State business. Employees who violate this rule will be required to reimburse the State of Indiana for the full amount of the gratuity.

Effective Date
Immediately

End Date
Upon rescission

Contacts
Assistance regarding the contents of this policy may be addressed to the following contacts in the DWD Administrative Office.

DWD Accounting and PeopleSoft Financials Questions
DWD Travel Accountant, 317.232.0199
DWD Backup Travel Accountant, 317.233.2698

Management Services Contacts
Enterprise Leasing Questions
MMueller@dwd.IN.gov, 317.232.5627
DWD Pool Vehicles
PFreeman@dwd.IN.gov, 317.232.7356
EWright@dwd.IN.gov, 317.233.5715

Ownership
DWD Accounting
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN 46204
BAtkinson@dwd.In.gov

Action
All Indiana Department of Workforce Development employees who travel on business for DWD shall follow the guidance explained in this policy.