

MISSOURI DEPARTMENT OF PUBLIC SAFETY DIRECTOR'S OFFICE

SUBRECIPIENT TRAVEL GUIDELINES

Criminal Justice/Law Enforcement (CJ/LE) Unit
Crime Victim Services/Juvenile Justice (CVS/JJ) Unit

GENERAL STATEMENT

The Department of Public Safety, Director's Office (DO) has authority to establish guidelines concerning payment of travel and subsistence expenses. This communication establishes guidance for subrecipients of grant funds who travel on official business related to their grant funding. Subrecipients are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business.

GENERAL GUIDELINES

- This reimbursement guidance is modeled from the DO travel policy.
- The guidelines contained in this document outline the allowable reimbursement methods; however, the travel costs must be approved by the DO within the Subrecipient's budget in order to be eligible for reimbursement.
- It is the Subrecipient's responsibility to seek official clarification from the DO, in advance of travel, if the meaning or application of this travel guidance is unclear.
- It is the Subrecipient's responsibility to demonstrate that the expenses incurred are reasonable and necessary. The Subrecipient may be required to include documentation to fully substantiate travel expenses.
- Unless noted otherwise, all travel costs must be supported by receipts, or substitute documentation where receipts are not available.

AIR TRAVEL EXPENSES

- Every effort should be made to arrange airfare at the most reasonable rate possible. Only coach fare is allowed.
- Every effort should be made to secure airfare at least 21 days in advance.
- Air travel arrangements should be made on the basis of what benefits the program.
- Travel in privately owned aircraft is not eligible for reimbursement.

LODGING EXPENSES

- The Subrecipient is expected to select the location, type, and cost of lodging that best meets the traveler's work requirements.
- Reasonable and necessary rates are allowed for the cost of lodging at the single room rate.
- Every effort should be made to adhere to the federal GSA rates posted at <https://www.gsa.gov/travel/plan-book/per-diem-rates/> in order to be eligible for reimbursement. In areas where comparable accommodations are available at significantly different prices, the Subrecipient should seek prior approval before selecting higher priced lodging and document the reason(s) for selecting the higher priced lodging.
- For lodging in Missouri, local lodging tax is reimbursable, but units of state and local government and non-profit organizations are exempt from Missouri sales tax and should not incur such expense. The Subrecipient should ask the lodging provider to remove Missouri sales tax from the itemized statement.
- An itemized statement furnished by the lodging provider and documentation of payment are required in order for lodging expenses to be reimbursed.

MEAL EXPENSES

- The State has established a meal per diem standard. Subrecipients will be reimbursed by these rates. The rates for each meal are listed on the Office of Administration (OA) Division of Accounting webpage at <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>.
- Statewide meal per diem rates are per meal, not per day. The Subrecipient may claim the applicable per diem rate in which the meal expense is incurred for each eligible meal (breakfast, lunch, or dinner) while in travel status¹.
- Subrecipients should claim the meal per diem, not actual expenses. Receipts for meals are not required.
- Tips on meals are considered part of the per diem rate and may not be claimed separately.

¹ Travel status begins when you leave your residence or domicile (city place of office) to travel on business. Travel status ends when you return to either your residence or domicile. If you routinely commute from your residence to your domicile, the commute is not to be considered as part of any travel status. When your official domicile and residence are different, the travel status begins and ends based on whichever is less. However, if your residence is less but it is necessary for you to travel to your domicile before your travel status begins; your travel status begins when you leave your domicile. For example, if your residence is in Columbia and your domicile is in Jefferson City and you travel to your domicile in Jefferson City prior to departing to Kansas City on business, your travel status begins when you leave Jefferson City, but if you leave from Columbia to Kansas City on business, your travel status begins when you leave Columbia.

- Meal per diem rates are set by region/city. If the city in which the meal expense was incurred is not listed, defer to the county in which the meal expense was incurred. If neither the city nor the county in which the meal expense was incurred is listed, the Subrecipient must use the standard (Other) rate, which is the lowest listed. Because reimbursement of meal expenses is based on the location in which the meal expense was incurred, the location of the meal expense must be identified within the submitted travel documents.
- To qualify for meal per diem when overnight lodging is indicated, the Subrecipient must indicate the travel status start time on the first date of travel and the travel status end time on the last date of travel within the submitted travel documents.
- To qualify for meal per diem when no overnight lodging is indicated, the Subrecipient must document on the traveler's timesheet, expense report, or similar document that he/she was in travel status¹ for twelve (12) hours or more. The travel status start time and the travel status end time must be indicated within the submitted travel documents.
- When twelve (12) hour travel status or overnight lodging is indicated, Subrecipients may be eligible for:
 - Breakfast – on the day of departure if travel status begins no later than 7:00 a.m. plus any other day until you return.
 - Lunch – on the day of departure if travel status begins no later than 10:00 a.m. plus any other day where travel status continues past 2:00 p.m. until you return.
 - Dinner – on the day of departure if travel status begins no later than 5:00 p.m. plus any other day where travel status continues past 7:00 p.m. until you return
- When attending a meeting or conference, the Subrecipient may claim the applicable meal per diem for those meal times. However, the traveler must be in 12-hour travel status.

VEHICLE EXPENSES

Subrecipients shall select the most cost effective travel option for each travel event.

- Fuel –
 - Subrecipients are eligible for either reimbursement of fuel costs or mileage reimbursement but not both.
 - A receipt furnished by the fuel provider and documentation of payment (or a fuel card statement invoice) is required in order for fuel expenses to be reimbursed.

- Mileage -
 - Mileage may be reimbursed per the state's mileage rates:
<https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>.
Personal vehicles are reimbursable at the standard "state" rate. Fleet vehicles are reimbursable at the "fleet" rate.
 - The standard "state" mileage reimbursement rate is deemed to represent the total cost to own and operate a personal vehicle and is generally tied to the mileage reimbursement rate established by the Internal Revenue Service (IRS).
 - The "fleet" mileage reimbursement rate reflects the average cost of operating a mid-size sedan in a vehicle fleet.
 - Subrecipients traveling to the same destination are encouraged to carpool whenever possible.
 - Mileage is reimbursable based on documentation presented. Documentation may include record of the beginning and ending odometer readings for verification of the miles or presenting online map directions (e.g. MapQuest, Google Maps, Trip Advisor, etc.) to document the total number of miles of travel.

MISCELLANEOUS EXPENSES

The Subrecipient may request reimbursement for other reasonable and necessary business expenses incurred related to travel, including:

- Taxi or other ground transportation to or from the airport, to or from meetings/events away from the traveler's hotel and to get a meal
- Parking (hotel, street, airport, etc.)
- Tips for baggage handling; should be included as part of the baggage
- Tips for taxis/shuttles; should be included as part of the cost of the taxi/shuttle
- Toll charges for bridges and turnpikes
- Incidental expenses such as postage, small emergency supplies, telephone, internet, fax, and other like charges when necessary for transacting business while traveling.

All of these costs must be supported by receipts, or substitute documentation where receipts are not available.

UNALLOWABLE TRAVEL EXPENSES

The following expenses are deemed unallowable, but are not limited to:

- Any type of insurance
- Credit card late payment fees or finance charges
- Travel loan finance charges
- Personal credit card fees or dues

- Entertainment, including television or movie charges
- Alcoholic beverages
- Fitness membership fees
- Extra meals or snacks
- Bulk food/beverage purchases
- Newspapers
- Magazines