

Travel Reimbursement Information Virginia Babies Can't Wait

Eligibility for Travel Reimbursement:

BCW staff members are eligible for reimbursement for mileage, tolls and parking for travel that is required for them to perform their job functions. Lodging is reimbursed:

- when the distance traveled is greater than a three-hour drive each way
- for functions that require more than a day at a location

Lodging may be reimbursed for shorter distances if the meeting starts early in the morning. Prior approval by Anne Lucas, Virginia Part C Coordinator, is required for this.

A list of hotels/motels can be found on the internet at: www.dgs.state.va.us/dps/buyers/docs/hot97.htm.

Important! Lodging is reimbursed at the rate specified on the attached Meals and Incidental Travel Expenses (M&IE) list. Different Hotels may have different "government rates." Only the amount specified on the attached list (plus taxes) will be reimbursed. **Receipts for lodging must show a zero balance.**

VICC members, VICC committee members, Lead Agency and Management Team task force/committee/work group members and family members are reimbursed for travel and lodging as described above when participating in meetings as a member of one of these committees, task forces or work groups.

Please note:

- **Pre-approval is required from the BCW staff person serving on the committee/ task force/work group.** This is the responsibility of the individual who seeks reimbursement.
- Refer to the Policy for Stipends for Parent Involvement for information about the parent stipends.
- Completed travel expense forms along with lodging receipt, parking receipts, receipts for registration fees (when applicable) are to be submitted to the BCW staff person serving on the committee/task force/work group. It is recommended that individuals keep a copy of their completed form and receipts.

Cost Estimates:

A written estimate is required for all travel expected to have a total cost of more than \$500. The Part C Coordinator and the DMHMRSAS Commissioner must pre-approve each travel request over \$500 and out of state travel requests.

The complete State Travel Regulations Policy can be viewed at:

<http://www.doa.state.va.us/docs/AdminServices/CAPP/pdfdocs/20335.pdf>

Travel Reimbursement vouchers should be submitted within 5 working days of completion of overnight travel and monthly for other travel.

M&IE Table (effective May 23, 2000)

TOTAL	\$30	\$34	\$38	\$42	\$46
Breakfast	6	7	8	9	10
Lunch	6	7	8	9	10
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2
75% Travel Days	\$22.50	\$25.50	\$28.50	\$31.50	\$34.50

Complete the Travel Expense Reimbursement Voucher as follows:

- ◆ Department: **DMHMRSAS**
- ◆ Name, address, city, state and zip - **this is where the reimbursement will be sent.**
- ◆ Vendor ID: **your social security number**

- ◆ Date of travel: **One line for each date with all expenses listed across on same line**

- ◆ **From where to where in column 2**

- ◆ **Number of miles traveled in column 3**

- ◆ **Number of miles times \$0.325 mile in column 4 PLEASE NOTE: Reimbursement for miles for travel prior to July 1, 2000 is \$.27/mile.**

- ◆ **Per Diem in column 6.** See attached M&IE Rate Table and Lodging table for various locations. *If a specific location is not listed on the table, use the standard per diem rate.*
 - Per diem is available only when there is an overnight stay
 - Per diem is paid at 75% for departure day based on where you spend the night and 75% for the return day based on where you spent the last night.
 - If meals are provided at no cost in conjunction with travel events, the applicable per diem reimbursement rate shall be reduced by the amount shown for the applicable meal in the M&IE Rate Table.
 - When meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full per diem is reduced by the full amount of the appropriate meals followed by a 75% prorating of the balance.
 - *Receipts are not required for meals since reimbursement is done on a per diem basis.*

- ◆ **Lodging goes in column 7.** Must not exceed government rate. *Must attach original receipt and it must show a 0 balance.*

- ◆ **List parking and tolls in column 8.** Include explanation in column 2. *Must attach receipts*

- ◆ **Tabulate totals** down the page and across the page and **check your math**

- ◆ Purpose of Trip: **list date and what the travel was for. Indicate if it was a VICC function**

- ◆ Box on top right: **check yes or no box for state employee**

- ◆ **Sign**

- ◆ Under title - **list your role for function for which you are being reimbursed** (BCW employees, list title)
- ◆
- ◆ Leave the line for Traveler's Supervisor blank. This is where Anne Lucas will sign.

- ◆ **Write APL 99-457"** at top in margin/between department box and name box

Attachments: Government rates for lodging; Travel voucher form with instructions;
 Sample completed voucher; Parent Stipend information and form