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# Rules of Office of Administration

## Division 10—Commissioner of Administration Chapter 11—Travel Regulations

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**Title 1—OFFICE OF  
ADMINISTRATION**

**Division 10—Commissioner of  
Administration**

**Chapter 11—Travel Regulations**

**1 CSR 10-11.010 State of Missouri Travel  
Regulations**

*PURPOSE: The Office of Administration has authority to establish regulations concerning the payment of travel and subsistence expenses. This rule establishes guidance for officials and employees of Missouri who travel on official business for the state, except where specific statutes provide otherwise.*

(1) For the purpose of these regulations, the following definitions shall apply:

(A) Approved state credit cards shall be those cards issued and approved through the Office of Administration;

(B) Official domicile shall be the actual working or headquarters location of an employee or official to be determined by the Office of Administration as best serves the interest of the state and not for the convenience or benefit of the employee;

(C) Travel authorization and reimbursement forms are those approved by the Office of Administration; and

(D) Residence shall be the city or town in which the individual has an abode or dwelling place.

(2) Reimbursable travel expenses are limited to those expenses authorized and essential for transacting official business of the state. Expenses incurred for the sole benefit of the state employee or official shall not be allowed as reimbursable travel expenses. Expenses for laundry service and dry cleaning shall be allowed only for extended travel outside of the United States. Incidental expenses not directly concerned with travel may be allowed when necessary to perform official business while traveling. These necessary incidental expenses shall be itemized on the expense report with detailed receipts attached. In determining reimbursable expenses and required documentation, agencies should follow the policies established by the commissioner of administration.

(3) Officials and employees will be allowed travel expenses when required to travel away from their official domicile on state business. To qualify for reimbursement for meal(s), officials and employees must be in continuous travel status for twelve (12) hours or more. The commissioner of administration will establish per diem meal rates and proce-

dures for individuals to follow when requesting meal expenses on the expense report.

(4) State department directors are authorized to promulgate and enforce regulations governing travel. Departmental regulations may be more restrictive than these regulations. Departmental regulations shall not grant expenses that are not allowed under the state of Missouri travel regulations or policies established by the commissioner of administration.

(5) The commissioner of administration or an authorized representative may approve unusual travel expenses not covered by these regulations or modify procedures for the payment of travel expenses. The commissioner of administration may make exceptions to any of these regulations when deemed appropriate and in the best interests of the state. The request for reimbursement of exception travel expenses, or of unusual travel expenses shall be made in writing to the Office of Administration.

(6) Employees and officials are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business.

(7) Officials and employees shall not incur expenses for the purchase of alcoholic beverages for reimbursement as a travel expense or payments made directly by an agency.

(8) Individuals on state business should use the approved state credit card when available. For necessary travel expenses which cannot be paid by state credit card, individuals shall use personal funds or credit cards. Air travel should be paid using a state credit card. Employees may pay for air fare and receive reimbursement on their expense report if circumstances require it; however, the general practice should be payment by state credit card. Prepayment for air fare, conference fees, and lodging shall be made by state credit card, or should be direct billed to the agency when payment is required by the vendor or advance payment results in a cost savings. Reimbursement to the employee for air fare, conference fees, and lodging can only be made after the travel has occurred.

(9) Travel expenses shall not be billed to the state, except for lodging, commercial transportation (vehicle rental, air, bus and rail), and conference registration. Travel expenses should only be billed to the state when payment by state credit card is not an option.

(10) Travel may be accomplished by plane, train, bus, private or state-owned vehicle,

rented vehicle or taxi, whichever method serves the requirements of the state most economically and advantageously. When an airport is within fifty (50) miles of the employee's official domicile or residence and transportation to and from the airport is provided by a family member or friend, the employee may be reimbursed for vehicle mileage for up to two (2) round trips. The routing of each trip for mileage computation shall be by the most commonly traveled route unless unusual circumstances warrant other less direct routes.

(11) State employees and officials may be reimbursed for travel expenses incurred for other employees or nonemployees provided the specific business reason necessary for doing so is indicated along with the names of those involved. This is intended to be used for those common types of travel situations where it is normal and practical for one (1) individual to pay for an expense rather than be divided among all individuals.

(12) The following rules shall apply for travel by vehicle:

(A) For travel in privately-owned vehicles, the state mileage allowance shall be at the current rate(s) ordered by the commissioner of administration pursuant to section 33.095, RSMo. The commissioner of administration will periodically issue mileage reimbursement rates comprised of a standard rate and a state fleet rate. Agencies should use the appropriate rate for each trip as determined by policy established by the commissioner of administration. Reimbursement rates should not exceed the rate established by the commissioner of administration. When more than one (1) person travels in the same vehicle, only the owner of the vehicle shall be allowed mileage. The state mileage reimbursement rate(s) represents full compensation for the costs of operating a privately-owned vehicle. Physical damage or loss to a private vehicle and/or its personal property contents is not covered by the state. Coverage should be obtained through personal auto insurance. Liability coverage must be maintained through personal auto insurance as required by state law.

(B) For travel by rented vehicle, the rental should be direct billed to the state or charged to a state credit card according to procedures established by the commissioner of administration. The employee will be reimbursed for fuel expenses for rental vehicles. Weekly or monthly vehicle rental rates will be allowed if the cost is less than the total cost of renting at the daily rate and the employee has a business need for the vehicle rental the majority of the



working days during the rental period. Rental vehicles are considered state vehicles and should be used for official business only in accordance with state policy. The State Legal Expense Fund provides liability coverage for the usage of rental vehicles for official state business. For that reason, employees will not be reimbursed for any vehicle rental insurance incurred. Employees must provide at their own expense insurance coverage for personal use of rental vehicles. The Office of Administration Risk Management Section publishes a *Guide for Drivers on State Business* which describes procedures to follow should an accident occur.

(13) For travel in a chartered aircraft (chartered from a nonaffiliated party and piloted by the charter service), prior authorized approval shall be obtained as provided in policies established by the commissioner of administration.

(14) No official or employee shall be allowed hotel or meals while in their city of official domicile, except as provided in policies established by the commissioner of administration. While traveling on state business, employees and officials will not be allowed hotel expenses when it would be more economical and advantageous to the state to return to their residence. Mileage shall be reimbursed and computed between the travel site destination and the employee's official domicile or residence, if leaving directly from the residence, whichever is less. Reimbursement or direct billing may be made for agency-provided meal expenses within the city of official domicile when it is incurred as part of a department or agency required meeting or a department sponsored conference. This represents meals served to officials and employees at conferences and meetings who are interacting and conducting state business during the meal period.

(15) The following procedures apply to all payments or reimbursements:

(A) Descriptive invoices for lodging, conference registration, airline/air charter, vehicle rental, bus, and rail transportation must be provided and, if applicable, a copy of an approved Out of State Travel Authorization Form attached to each payment request.

(B) When an individual is requesting reimbursement for lodging, conference registration, airline/air charter, bus, and rail transportation, the following procedures apply:

1. The individual requesting reimbursement must provide:

A. Proof of payment. Proof of payment may be in the form of a vendor receipt

or a vendor marking on the invoice document that the charge has been paid. Proof of payment may also be in the form of a credit card receipt, credit card statement copy showing the charge, or a copy of a personal check that has been canceled by the bank; and

B. An original signature on the expense report verifying that the reimbursement claim is correct. Rubber stamps or facsimile signatures for the claimant and/or supervisor are prohibited.

C. For situations where a descriptive invoice or proof of payment is not available, departments should establish alternative procedures with prior approval by the commissioner of administration or designee.

2. Fiscal personnel must:

A. Verify that travel reimbursement claims are correct. Primary responsibility for authenticating travel reimbursement claims rests with the department and agency directors;

B. Ensure that any unusual expenses incurred are itemized on the expense report and accompanied by receipts for payment. The justification for incurring any unusual expenses shall be fully explained by letter or notation on the expense report form;

(C) All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved by individuals so designated by the director of the department or as otherwise provided by state law.

(16) The following additional rules shall apply to all travel outside the state that is necessary for performing official state business:

(A) All travel outside the state requires prior approval by the director, head of the department or their authorized representative. This rule shall not apply to members of the legislature or other legislative branch employees, judges and other judicial branch employees and elected officials of the executive branch and their employees;

(B) Air travel shall be the primary method of transportation outside of the state unless other methods of travel are more economical or advantageous to the state. Air travel shall not, however, exceed coach fare for the most direct available route. Travel outside the state by commercial common carrier surface transportation, in lieu of air transportation, shall be limited to the actual cost of the surface carrier. Travel outside of the state by rented vehicle, in lieu of air transportation, shall be limited to the cost of the rented vehicle and necessary fuel. Travel outside the state by privately-owned vehicle, in lieu of air transportation, shall be limited to the state mileage allowance plus any actual expenses which would have been allowed or provided if tak-

ing air transportation. The total allowable expenses cannot, however, exceed the reasonable coach airfare available at that time to the same destination.

(17) Reimbursement for recruiting and relocation expenses for new or existing employees and their families will be made in accordance with the applicable department's policy. Before paying or reimbursing any recruiting or relocation expenses, departments shall submit their policies to the commissioner of administration for approval. If a department does not submit a policy for approval, those expenses shall be paid based upon the Office of Administration employee relocation policy.

*AUTHORITY: section 33.090, RSMo 2000.\* Original rule filed Jan. 22, 1974, effective Feb. 1, 1974. Amended: Filed Aug. 20, 1974, effective Sept. 1, 1974. Amended: Filed April 10, 1975, effective April 20, 1975. Amended: Filed Dec. 19, 1975, effective Jan. 1, 1976. Amended: Filed July 14, 1978, effective Dec. 11, 1978. Emergency amendment filed July 13, 1979, effective Aug. 1, 1979, expired Oct. 10, 1979. Amended: Filed July 13, 1979, effective Oct. 11, 1979. Emergency amendment filed March 8, 1984, effective April 1, 1984, expired June 10, 1984. Amended: Filed March 8, 1984, effective June 11, 1984. Amended: Filed March 14, 1985, effective July 1, 1985. Amended: Filed Dec. 12, 1985, effective April 1, 1986. Amended: Filed March 30, 1987, effective July 1, 1987. Amended: Filed April 1, 1988, effective July 1, 1988. Amended: Filed Jan. 18, 1989, effective April 15, 1989. Amended: Filed April 18, 1990, effective June 28, 1990. Amended: Filed June 14, 1991, effective Oct. 31, 1991. Emergency amendment filed April 21, 1994, effective July 1, 1994, expired Oct. 28, 1994. Amended: Filed Jan. 27, 1994, effective July 30, 1994. Amended: Filed Jan. 13, 1995, effective July 30, 1995. Amended: Filed Feb. 15, 1996, effective Aug. 30, 1996. Emergency amendment filed June 20, 2002, effective July 1, 2002, expired Feb. 27, 2003. Amended: Filed June 20, 2002, effective Dec. 30, 2002. Rescinded and readopted: Filed Nov. 29, 2007, effective June 30, 2008.*

*\*Original authority: 33.090, RSMo 1945, amended 1977, 1993, 1995.*

### 1 CSR 10-11.020 County Travel Regulations, Mileage Allowance

*PURPOSE: Due to the inflationary cost of gasoline, this rule provides guidance in reimbursing officials and employees of the counties*





of Missouri who use privately-owned vehicles while traveling on official business for the county.

(1) Where an officer or employee of any county, except first class counties with a charter form of government, is paid a mileage allowance or reimbursement, the allowance or reimbursement may be computed at a rate determined by the county, but not to exceed the Internal Revenue Service (IRS) standard mileage rate less three cents (3¢) per mile. Any change to the maximum rate is effective on July 1, of the year the IRS changes their standard mileage rate.

*AUTHORITY: section 33.095, RSMo 2000.\* Emergency rule filed March 28, 1980, effective April 7, 1980, expired Aug. 5, 1980. Original rule filed March 28, 1980, effective July 11, 1980. Amended: Filed March 14, 1985, effective July 1, 1985. Emergency amendment filed April 21, 1994, effective July 1, 1994, expired Oct. 28, 1994. Amended: Filed Jan. 27, 1994, effective July 30, 1994. Amended: Filed Jan. 13, 1995, effective July 30, 1995. Emergency amendment filed April 10, 1995, effective July 1, 1995, expired Oct. 28, 1995. Amended: Filed Nov. 29, 2007, effective June 30, 2008.*

\*Original authority: 33.095, RSMo 1969.

**Op. Atty. Gen. No. 112, Brown (5-23-80).** Under section 33.095, RSMo, in every county other than a first class charter county, county employees paid a mileage allowance will be compensated at the mileage rate set by the commissioner of administration.

**Op. Atty. Gen. No. 33 Hamilton (1-21-80).** County court judges of second class counties are not authorized to charge the county mileage for travel from their home to the courthouse for meetings of the court.

### 1 CSR 10-11.030 State of Missouri Vehicular Travel Regulations

*PURPOSE: Section 37.450, RSMo requires the Office of Administration to establish guidelines for determining the most cost effective and reasonable mode of travel for single trips from the following options: passenger rail, vehicle rental, state-owned vehicles and reimbursement for personal vehicle use. Additionally, 1 CSR 10-11.010 State of Missouri Travel Regulations states "Travel may be accomplished by plane, train, bus, private or state-owned vehicle, rented vehicle or taxi, whichever method serves the requirements of the state most economically and*

*advantageously." This rule requires officials and employees to utilize the most cost effective vehicular travel method available. State agencies and officials may adopt more restrictive vehicular travel policies provided the policy does not conflict with the rules herein. State agencies and officials must establish sufficient internal controls to ensure vehicular travel expenses are minimized to the greatest extent possible.*

(1) For the purpose of these regulations, the following definitions shall apply:

(A) Officials and employees shall include all employees of the state of Missouri, statewide elected officials, members of boards, commissions, committees, advisory councils or other individuals who are not considered employees of the state of Missouri but who are otherwise eligible for mileage reimbursement;

(B) State agencies and officials shall include all departments of state government within the state of Missouri and all statewide elected officials, boards, commissions, committees, advisory councils or other divisions of state government that authorize mileage reimbursement.

(2) Pursuant to section 33.095, RSMo and 1 CSR 10-11.010(12)(A), the commissioner of administration will periodically issue mileage reimbursement rates comprised of a standard rate and a state fleet rate. The standard mileage reimbursement rate is deemed to represent the total cost to own and operate a personal vehicle. The allowance or reimbursement shall be computed at a rate not to exceed the Internal Revenue Service (IRS) standard mileage rate less three cents (3¢) per mile. Any change to the maximum rate is effective on July 1 of the year the IRS changes their standard mileage rate. The state fleet mileage reimbursement rate reflects the average cost of operating a mid-size sedan in the state vehicle fleet.

(3) Officials or employees incurring commuting miles in a state vehicle shall report such use utilizing the cents-per-mile method for inclusion in employee gross income and in accordance with procedures issued by the commissioner of administration.

(4) Officials and employees must utilize the most cost effective vehicular travel option when traveling on state business. All relevant factors such as the urgency; nature of travel required; type of vehicle required for the number of passengers, tool or equipment load; employee time and effort; official domicile; proximity to rental or state vehicles; and

other administrative costs should be considered when selecting the most cost effective travel option.

(5) Officials and employees traveling to the same destination should car pool whenever possible. Employees who elect to travel using their personal vehicle when car pooling is available shall be denied reimbursement if space is reasonably available in a state-owned or rental vehicle traveling to the same destination for the same purpose.

(6) Officials and employees must utilize the trip optimizer or other equivalent method to calculate travel costs and ensure officials and employees use the most cost effective vehicular travel option for each trip. The trip optimizer assists in determining the most cost effective travel option for instate single trips. A single trip includes any number of trips taken by an individual during the same day.

(7) Officials and employees shall drive state vehicles while on state business that requires travel unless an exception applies as set forth in section (9) of this rule. When a state vehicle is available to the official or employee and the official or employee elects to drive a privately-owned vehicle, the maximum reimbursement rate for an official or employee shall be limited to the established state fleet rate. When a state vehicle is not available, but a rental vehicle is reasonably available and is a lower cost option for the trip, the maximum mileage reimbursement for the official or employee shall not exceed the cost of the rental option, including the cost of fuel.

(8) Officials or agencies may establish savings thresholds whereby an official or employee may utilize the next lowest cost option without supervisory approval. Officials or agency thresholds may vary depending on several factors including: proximity of state vehicles or rental vehicles and administrative expenses involved in making travel arrangements.

(9) Notwithstanding section (7) of this rule, officials or employees who use privately-owned vehicles for official state business may be reimbursed up to the standard mileage reimbursement rate when they are:

(A) Members of boards, commissions, committees, advisory councils or other individuals who are not considered employees of the state of Missouri but who are otherwise eligible for mileage reimbursement;

(B) Officials or employees who otherwise would be traveling in a state vehicle when the total trip miles calculated on a daily basis are



deemed low according to the state vehicle utilization review section of the trip optimizer and where another official or employee could utilize the state vehicle to a greater extent; or

(C) Officials or employees who have a documented physical condition that requires them to operate vehicles equipped to accommodate their specific needs.

(10) Officials or employees denied the use of a state vehicle due to their driving record may be reimbursed for use of a privately-owned vehicle up to the state fleet rate.

(11) Officials or employees who operate their personal vehicle on state business must do so in compliance with the Motor Vehicle Financial Responsibility Law, Chapter 303, RSMo. Officials or employees and/or their insurer may be held liable for damages resulting from an accident that occurs while operating their vehicle on state business.

(12) Officials or agencies shall establish internal procedures that require appropriate documentation to support the vehicular travel decisions made by their agency and employees. Officials or agencies shall specifically approve and justify any exceptions to this rule and retain the documentation as part of the related financial transaction. Officials or agencies must utilize the trip optimizer or other equivalent method to document the lowest cost travel option and maximum personal mileage reimbursement allowed.

*AUTHORITY: section 33.095, RSMo 2000 and section 37.450, RSMo Supp. 2007.\* Original rule filed May 10, 2006, effective Nov. 30, 2006. Amended: Filed Nov. 29, 2007, effective July 30, 2008.*

*\*Original authority: 33.095, RSMo 1969 and 37.450, RSMo 2002.*