



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 as valid for the purpose of billing the state;

(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 to the transaction of official business of the state. Expenses incurred for the sole benefit of the state employee or official, such as any type of insurance, travel loan finance charges, personal credit card fees or dues, radio or television charges, bar bills, extra meals, newspapers, magazines and other like charges 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. Telephone and telegraph expenses shall be allowed only when necessary for the transaction of official business. Incidental expenses not directly concerned with travel (such as postage, small emergency supplies, etc.) may be allowed when necessary to the performance of official business while traveling. These necessary incidental expenses shall be itemized on the expense report with receipts attached.

(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. Officials and employees shall indicate on their expense report the twelve (12)-hour status, if no overnight lodging is listed. Mileage reimbursement for official use of a private motor vehicle may be claimed within the official domicile.

(4) Items which are properly purchased and invoiced directly to the state of Missouri will not be included on an expense report and are not reimbursable under these regulations.

(5) Employees and officials are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business. Meal and hotel expenses shall be in reasonable relationship to their average cost for the cities where the expenses are incurred. Hotel expenses shall be at the single room rate and air travel is limited to no more than coach fare. The make/model of rental vehicles should be reasonable in relation to their business need.

(6) Officers or employees shall not incur expenses for the purchase of alcoholic beverages for reimbursement as a travel expense or payment directly by an agency.

(7) Individuals on state business shall use the approved State of Missouri corporate travel card or provide themselves with sufficient travel expenses. Air travel should be billed directly to the state department. Employees may pay for air fare and receive reimbursement on their expense report if circumstances require it; however, the general practice should be direct billing. Prepayment may be made when direct billed to the agency for air fare, conference fees, and lodging if 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.

(8) Travel expenses shall not be billed to the state, except for lodging, commercial transportation (air, bus and rail), and conference registration. When expenses are billed to the state agency, the expenses shall be submitted under subsection (16)(B) ((travel rule) (16)(B)). Air charters shall also be subject to subsection (12)(C) ((travel rule) (12)(C)).

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

rented car 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 automobile 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.

(10) 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. Examples may be a restaurant bill or hotel charge for which a room was shared. Reimbursement for spouse expenses at an official business function requires a written justification preapproved by the commissioner of administration. This reimbursement is limited to elected officials, judges and department directors or those designated to represent them and must be for a legitimate business reason where attendance of the spouse is required to represent the state. State employees and officials may be reimbursed for expenses incurred by their spouses or other members of their families only as provided for concerning transportation to and from the airport in section (9) ((travel rule) (9)), relocation expenses in section (19) ((travel rule) (19)) and representing the state at an official business function in section (10) ((travel rule) (10)).

(11) The following rules shall apply for allowances for travel in privately-owned automobiles, privately-owned and rented aircraft, and aircraft charters:

(A) For travel in privately-owned automobiles, the state mileage allowance shall be at the current rate ordered by the commissioner of administration pursuant to section 33.095, RSMo. Any changes to the mileage allowance rate will be effective on July 1. Contact your agency fiscal office for the current authorized rate. Mileage figures listed on the Monthly Expense Report Form shall be rounded to the nearest whole mile. Toll charges for bridges and turnpikes as well as parking charges will also be allowed. When more than one (1) person travels in the same automobile, only the owner of the vehicle shall be allowed mileage.



The state mileage allowance rate represents full compensation for the costs of operating your vehicle. Physical damage or loss to your private vehicle and/or its personal property contents is not covered by the state. Coverage should be obtained through personal auto insurance. Liability to others, including passengers, must be covered by your private auto policy. Refer to your policy or contact your agent for coverage specifics concerning use of your private vehicle for business activities;

(B) For travel in privately-owned or rented aircraft, the employee shall be reimbursed a mileage allowance at a rate of twenty-four and one-half cents (24 1/2¢) per mile. The mileage shall be determined by the number of air miles. When more than one (1) person travels in the same aircraft, only the employee who owned or rented the aircraft shall receive the mileage allowance;

(C) For travel in a chartered aircraft (chartered from a nonaffiliated party and piloted by the charter service), prior authorized approval shall be obtained from the Office of Administration. That approval shall be limited to a reasonable rate based upon the mileage and size of the aircraft needed. When submitted as a reimbursement request, proper receipts shall be attached to the expense report; and

(D) For travel by rented auto, the employee will be reimbursed the actual cost of the rental plus fuel. Direct billing is not allowed. Weekly car rental rates will be allowed if the cost is less than the total cost of renting at the daily rate. 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 car rental insurance incurred. Usage of rental vehicles for personal activities is not covered by the Legal Expense Fund. 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.

(12) The following rules shall apply for allowances for travel in state-owned vehicles:

(A) Expenses for gasoline, oil, storage, washing, greasing and other necessary services will be allowable as long as proper receipts are attached to the expense report;

(B) Charges for garaging state-owned vehicles shall be allowable for officials and employees at their official domicile providing—

1. That the state has no available facilities for garaging;

2. That the garage used is not owned by the employee or immediate family;

3. That the cost of the garage rental is not included in the rental charge for the living quarters of the state official or employee; and

4. That storage is reasonable in amount, necessary and to the advantage of the state; and

(C) State-issued credit cards for state-owned vehicles shall be used with those companies that have agreed to accept the credit cards. Payments to oil companies covering credit card purchases should be listed on the warrant request. These payments must be supported by the statement received from the company and accompanied by gasoline purchase charge slips. Gasoline purchases with state credit cards will not be listed on the expense report.

(13) An officer or employee whose resident city is in some place other than the city of the official domicile shall not be allowed expenses while in such resident city or mileage to travel between the resident city and the city of the official domicile. Reimbursement may be made for a meal charge within the city of residence if incurred as part of a department or agency sponsored conference or business meeting as described in section (14) ((travel rule) (14)). Travel expenses 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. Any additional travel expenses incurred by reason of an employee or official choosing to reside in a place other than the city of the official domicile is not allowed. The city/town or place of official domicile must be listed on the monthly expense report.

(14) No official or employee shall be allowed hotel or meals while in their city of official domicile, except as provided in this section (14) ((travel rule) (14)). 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. 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 officers and employees at conferences and meetings who are interacting and conducting state business during the meal period. Direct billing and reimbursement of meals served in conjunction with agency required meetings attended

by in-domicile employees shall be documented with the names of those involved or the group name with the number attending and the specific state business reason for the meeting. The state business reason can be documented in the form of an agenda, program, or other specific description.

(15) The following procedures will be utilized in submitting claims for reimbursement:

(A) All claims must be prepared on a typewriter or in ink. The original shall be filed with the Office of Administration;

(B) Descriptive invoices for lodging, conference registration, airline/air charter, bus and rail transportation billed directly to the state must be submitted on a warrant request with a copy of an approved Out of State Travel Authorization Form, if applicable, attached to each invoice;

(C) Where charges for transportation, lodging, and conference registrations are not billed directly to the state, the following documentation is required for reimbursement:

1. Reimbursement for transportation must be supported by a vendor document describing the travel and a proof of payment;

2. Reimbursement for lodging must be supported with a hotel document indicating the lodging specifics and a proof of payment;

3. Reimbursement for conference registrations must be supported by a descriptive vendor document and a proof of payment;

4. 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

5. Fiscal personnel must verify that travel reimbursement claims are correct before submitting the claim to the Office of Administration. Primary responsibility for authenticating travel reimbursement claims rests with the department and agency directors;

(D) Any unusual expenses incurred shall be 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;

(E) Each monthly expense report shall be limited to cover expenses incurred during a one (1)-month period. The Office of Administration will not accept more than one (1) monthly expense report per individual per month. The expense reports must be rendered currently to facilitate prompt payment;

(F) Rubber stamps or facsimile signatures for the claimant on the expense report form



shall not be honored unless otherwise provided by state law; and

(G) All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved 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 the performance of official state business:

(A) All travel outside the state requires 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) A copy of the approved Out of State Travel Authorization Form bearing the signature of the director, head of the department or his/her authorized representative shall be attached to the expense report for reimbursement for travel expenses incurred outside the state. The Out of State Travel Authorization Form must be the form approved by the Office of Administration and include, but not be limited to, the following information: name(s) of employee(s), destination, purpose of the trip, dates of travel, manner of transportation and estimated total expenses;

(C) Agencies shall include on one (1) Out of State Travel Authorization Form the names of all individuals requesting travel to the same place at the same date and for the same purpose. In these instances each employee must secure a copy of the authorization for submission with the monthly expense report; and

(D) 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. State agencies should plan their out of state travel by making advance air travel reservations to obtain the lowest convenient air fares. 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 the state by privately-owned automobile, 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 taking air transportation. The total allowable expenses cannot, however, exceed the reasonable coach airfare available at that time to the same destination. Travel outside of the state by rented automobile or state car, in lieu of

air transportation, shall be limited to the cost of the rented car and necessary fuel. The Office of Administration may require a written justification for extensive travel out of state by privately-owned auto when the mileage allowance cost does not appear economical or advantageous to the state.

(17) 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.

(18) 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 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.

(19) 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 submitting any recruiting or relocation expenses, departments desiring to pay such expenses 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 distributed to each department.

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.

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



MISSOURI STATE OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
OUT OF STATE TRAVEL AUTHORIZATION FORM

TYPE OR PRINT IN INK

| | | |
|------------------------------|--------------------------------|---|
| NAME | | DATE |
| AGENCY | | ACCOUNT NUMBER |
| DESTINATION | | |
| PURPOSE OF TRIP | | |
| DATES OF TRAVEL | | NUMBER MAKING TRIP |
| FROM: | TO: | |
| MANNER OF TRANSPORTATION | | |
| <input type="checkbox"/> CAR | <input type="checkbox"/> PLANE | <input type="checkbox"/> BUS <input type="checkbox"/> TRAIN |
| ESTIMATED EXPENSES | | SPECIFY EXPENSES (IF NECESSARY) |
| MEALS | \$ | |
| MILEAGE | \$ | |
| LODGING | \$ | |
| OTHER (SPECIFY) | \$ | |
| TOTAL | \$ | |
| REMARKS | | |
| TRAVEL APPROVED: | | |
| DIVISION DIRECTOR | | DEPARTMENT DIRECTOR OR AUTHORIZED REPRESENTATIVE |

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FORM C-11



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 automobiles 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. Effective July 1, 1995, the maximum reimbursement rate shall be twenty-seven cents (27¢) per mile.

AUTHORITY: section 33.095, RSMo 1994.* 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.

*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 vehi-

cles 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 automobile, rented car 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(11)(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 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.

(4) 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.

(5) 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 in-state single trips. A single trip includes any number of trips taken by an individual during the same day. The State Fleet Management Program maintains the Trip Optimizer at: <http://www.oa.mo.gov/gs/fm/index.htm>.

(6) Officials and employees shall drive state vehicles while on state business that requires travel unless an exception applies as set forth in section (8) 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.

(7) 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.

(8) Notwithstanding section (6) 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 require them to operate vehicles equipped to accommodate their specific needs.

(9) 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.

(10) 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. Agencies and employees may refer to the *Guide for Drivers on State Business at: <http://www.oe.mo.gov/gs/risk/legal/driver.htm>* for more information.

(11) 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: sections 33.095, RSMo 2000 and 37.450, RSMo Supp. 2005. Original rule filed May 10, 2006, effective Nov. 30, 2006.*

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