

Office of State Courts Administrator Contractor Travel Policy

Purpose: To provide a policy for the reimbursement of contractor expenses. This policy should be incorporated by reference in all OSCA contracts as the policy by which contractors are to be reimbursed for travel expenses.

1. To Arrange for Travel:

- a. All travel must be pre-approved by OSCA.**
- b. Vehicles - The contractor may use a privately owned vehicle and reimbursement shall be based on actual required mileage at the current state rate per mile. The contractor may use a rental car and reimbursement shall be based on the actual cost of rental. The make/model of rental vehicles shall be reasonable in relation to their business need. There shall be no additional mileage allowance for rental cars. If travel by vehicle is used in lieu of air transportation, the total mileage allowance cannot exceed the highest cost coach air fare available at that time to the same destination. No meals, lodging, or other travel expenses incurred as a result of taking surface transportation, in lieu of air, will be allowed unless the expense would have been incurred with air transportation.
- c. Lodging - Whenever feasible, make reservations using the list of hotels maintained at OSCA. Please call to get a list of hotels in your destination area that are at or below CONUS rates as published on <http://www.gsa.gov>. Always request the state rate for billing.
- d. Airline - Contact a travel agency to determine the least expensive airfare within the time parameters. Plan your travel by making advance air travel reservations to obtain the lowest convenient air fares. Air travel shall be coach, **shall not exceed \$600**, and shall be by the most direct available route. If the cost exceeds \$600, the contractor must receive written approval from the State Courts Administrator, **prior** to purchasing tickets. The contractor may request that OSCA acquire the airline ticket and direct bill to OSCA.

2. While Traveling:

- a. Keep legible receipts for all expenses except meals and gratuity.
- b. Travel advances are not allowed; therefore, the contractor must personally pay for all travel costs that are not direct billed to OSCA.
- c. Travel expenses shall be reimbursed after submission of an approved expense account.

3. Travel Regulations:

- a. Definitions -
 - (1) Official domicile - the actual working location of an employee.

- (2) Residence - the city or town in which the individual has a primary abode or dwelling place.
- b. The contractor is expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business. Hotel expenses shall be at the single rate and air travel is limited to no more than coach fare.
 - c. Reimbursable travel expenses are limited to expenses authorized and essential to the transaction of official business of the state. Expenses incurred for the sole benefit of the contractor or employees of the contractor, such as any type of insurance, travel loan finance charges, personal credit card fees or dues, radio or television charges, bar bills, extra meals, snacks, room service, newspapers, magazines, and other like charges shall not be allowed as reimbursable travel expenses. Telephone and fax expenses shall be allowed only when necessary for the transaction of business with OSCA. Incidental accounts not directly concerned with travel (such as postage, small emergency supplies, etc.) may be allowed when necessary to the performance of business with OSCA while traveling. These necessary incidental expenses shall be itemized on the expense account with receipts attached and shall not be a requirement of any other part of the contract with the OSCA.
 - d. The contractor or employees of the contractor shall not incur expenses for the purchase of alcoholic beverages for reimbursement as a travel expense or payment directly by OSCA.
 - e. Items which are properly purchased and invoiced directly to the State of Missouri will not be included on an expense account and are not reimbursable.
 - f. Travel may be accomplished by plane, train, bus, or privately owned automobile, rented car or taxi, whichever method serves the requirements of the office most economically and advantageously.
 - g. The contractor or contractor's employees may be reimbursed for travel expenses incurred for other employees 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.
 - h. The contractor or contractor's employees will be allowed travel expenses when required to travel away from their official domicile on OSCA business, if allowed under the terms and conditions of the contract. In instances where employees incur breakfast or evening meals when leaving and returning to their official domicile, they should indicate on their expense account that an early departure (before 6:00 a.m.) or late arrival (after 7:00 p.m.) was required to conduct state business.
 - i. Expenses for spouses shall not be reimbursed.
 - j. Privately owned or rented vehicles.

- (1) For travel in privately-owned automobiles, mileage allowance shall be set at the current state rate per mile. Mileage figures listed on the Expense Account Form should be rounded to the nearest whole mile. Other expenses such as toll charges for bridge and turnpike use and parking charges will be allowed. When more than one (1) person travels in the same automobile, only the owner of the vehicle shall be allowed mileage. The 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.
- (2) For travel by rented auto, the contractor or contractor's employees will be reimbursed the actual cost of the rental. 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 contractor shall agree that the State of Missouri shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the selection, possession, leasing, rental, operation, control, use, maintenance, delivery, and/or return of equipment. The contractor shall be responsible for any and all injury or damage involving any equipment. In addition to the liability imposed upon the contractor on account of personal injury, bodily injury (including death), or property damage suffered as a result of the contractor's negligence, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor.

k. Meals (effective July 1, 2006)

In order to qualify for meal reimbursements, individuals must be in travel status for a minimum of 12 continuous hours. People who travel and return in less than 12 hours are not entitled to any meal reimbursement. Meals are reimbursed in accordance with OSCA policy. **Please refer to the attached map for the following meal allowances that may be claimed, but not to exceed:**

Tier 1	Breakfast - \$7.00 Lunch - \$11.00 Dinner - \$18.00
Tier 2	Breakfast - \$9.00 Lunch - \$13.00 Dinner - \$24.00
Tier 3	Breakfast - \$11.00 Lunch - \$16.00 Dinner - \$29.00

Receipts are not required. If a meal is purchased for another person, indicate the name and reason required.

The maximum gratuity is already built into the above meal rates.

If the travel expenses are provided by a federal grant, check with the Grants Administrator or the immediate supervisor to determine if more stringent meal allowances apply to the grant funds.

If an individual must leave their official domicile at 6:00 a.m. or earlier (two hours or more before the normal 8:00 a.m. starting time) in order to arrive on time at their destination and the individual is in travel status for 12 hours or more, OSCA will reimburse for breakfast. "Early departure" must be documented on the travel voucher form.

If an individual returns to their official domicile at 7:00 p.m. or later (two hours or more after the normal 5:00 p.m. ending time) due to a late meeting out of town, and the individual is in travel status for 12 hours or more, OSCA will reimburse for dinner. "Late arrival" must be documented on the travel voucher form.

Meals will not be reimbursed if provided by OSCA. Meals received at the contractor's official domicile shall not be reimbursable.

- i. For travel in a privately-owned or rented aircraft, the employee shall be reimbursed a mileage allowance at the current state per mile automobile rate. The mileage shall be determined by the number of air miles. When more than one (1) person travels in the same aircraft, only the individual who owned or rented the aircraft shall receive the mileage allowance.
- m. For travel in a chartered aircraft (chartered from a non-affiliated party and piloted by the charter service), prior authorized approval shall be obtained from OSCA. 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.
- n. An employee whose resident city is in some place other than his official domicile shall not be allowed expenses while at such resident city or mileage to travel between the resident city and the city of the official domicile. Travel expenses shall be reimbursed and computed between the travel site destination and the official domicile or residence, if leaving directly from the residence, whichever is less. Any additional travel expense incurred by reason of any individual residing in a city or town other than an official domicile is not reimbursable. The place of official domicile must be listed on the expense account.
- o. No individual shall be allowed hotel or meals while in the city of his/her official domicile. The contractor or contractor's employees will not be allowed expenses for hotel and meals when it would be more economical and advantageous to OSCA for the contractor or contractor's employees to return to their official domiciles or residences.

- p. The following procedures will be utilized in submitting claims for reimbursement:
- (1) All claims must be typed or written in ink.
 - (2) Where charges for transportation and lodging are not billed directly to OSCA, the following documentation is required for reimbursement:
 - (a) Reimbursement for transportation must be supported by a vendor document describing the travel (to include departure and arrival times) and a proof of payment.
 - (b) Reimbursement for lodging must be supported with a hotel document indicating the lodging specifics and a proof of payment.
 - (c) 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.
 - (d) Fiscal personnel must verify that travel reimbursement claims are correct before submitting the claim for payment.
 - (3) Any unusual expenses incurred shall be itemized and accompanied by receipts for payment. The justification for incurring any unusual expenses shall be fully explained by letter or notation.
 - (4) If there are items not clearly stated or identified above, it is the responsibility of the contractor to contact OSCA for clarifications and approvals prior to incurring any expenses.