

Memorandum 88-57

Subject: Changes in Travel Allowance for Commissioners and Nonrepresented Employees

Effective July 1, 1988, the Department of Personnel Administration has announced changes in travel allowance amounts applicable to Commissioners and nonrepresented Commission employees (Executive Secretary, Assistant Executive Secretary, and Administrative Assistant). The changes may be summarized as follows:

- (1) The standard automobile mileage rate and meal allowance has been slightly increased. When we prepare your travel claim, we will use the new figures.
- (2) Lodging allowance was formerly \$53 standard and up to \$71 (with receipt) for a high cost area. The lodging allowance is changed on the following schedule:

No receipt	\$47
Receipt	Actual cost, up to \$75 plus tax
Receipt <u>plus</u> prior written approval of appointing power	Actual cost, up to \$105 plus tax

Note that the new lodging allowances are the same regardless of whether the lodging is taken in a standard or high cost area.

The practical impact of these changes, as far as our operating procedures are concerned, relate to reimbursement for lodging. Lodging receipts must be submitted in all cases for any reimbursement in excess of \$47.

In addition, lodging expenses between \$75 and \$105 will be allowed, but prior written approval of the appointing power is required.

The criteria which must be met for approval of lodging expenses up to \$105 plus taxes are:

1. All requests to exceed the \$75 lodging rate must be made prior to the date of travel.
2. All requests must be in writing and include the following:
 - a. The name and address of the establishment where the expenses are to be incurred.
 - b. The actual amount of the anticipated expense.
 - c. The reason or reasons why it is necessary to incur expenses in excess of \$75, such as:
 - (1) Availability of alternative lodging.
 - (2) State business will be conducted in late night meetings.
 - (3) Cost of transportation to alternative lodging equals the cost of the rate being requested.
 - (4) Availability of transportation to alternative lodging.
 - (5) Employee is required to stay at the lodging site.
3. All requests must include the name(s) of the traveler(s). If more than one person is traveling, a detailed explanation of why one employee could not achieve the objective of the trip is required.

To facilitate the required written approval, the Commission should adopt a resolution that the Executive Secretary and, in the absence of the Executive Secretary, the Assistant Executive Secretary, are authorized and directed to prepare and approve requests for lodging expenses in excess of \$75 plus tax for Commissioners and staff when the lodging expense for the place where a Commission meeting will be held will exceed the \$75 rate, and also to prepare and approve in advance other requests where justified.

Respectfully submitted,

John H. DeMouilly
Executive Secretary