

DHMH POLICY

<http://www.dhmh.state.md.us/policies/inpolm.htm>

Fiscal Services Administration - DHMH POLICY 02.02.10

Effective Date: October 1, 2008

DHMH POLICY ON TRAVEL AND REIMBURSEMENT OF TRAVEL EXPENSES

SHORT TITLE: TRAVEL POLICY

I. EXECUTIVE SUMMARY

This policy acknowledges COMAR 23.02.01, Standard Travel Regulations and the Annotated Code of Maryland, State Finance and Procurement Article Section 10-203 as the primary authorities for regulating travel of DHMH employees on official business. The Standard Travel Regulations and this policy deal respectively on the State and agency levels with obtaining approvals, making travel arrangements, and obtaining reimbursement.

Additionally, this policy augments the State regulations by defining additional roles and responsibilities in the DHMH travel program. Each DHMH program director shall designate a Unit Travel Coordinator to be the point of contact for the Department's Travel Coordinator. An emphasis is given to the DHMH internal review and approval process. The officials who have the authority to approve requests for travel, attendance of conferences, seminars, conventions, meetings, etc. are designated.

Arrangements for airplane, railway and rental car reservations are to be made by the State's travel services contractor through the Department's Travel Coordinator. Reimbursement procedures for meals and other expenditures are explained.

II. BACKGROUND

This version supersedes DHMH 02.02.10 Travel Policy version effective January 30, 2007. New to this version is a change in the receipt requirement for meal reimbursement; receipts are no longer needed for standard rate meal reimbursement.

III. POLICY STATEMENTS

A. AUTHORITY

1. Authority for this policy and the Standard Travel Regulations is the Annotated Code of Maryland, State Finance and Procurement Article, §10-203.
2. Standard Travel Regulations, COMAR 23.02.01, and this policy are recognized by DHMH as the primary documents regulating DHMH employees' travel on official State business.

Department of Health & Mental Hygiene
Office of Regulation and Policy Coordination-Policy Administrator
201 West Preston Street - Suite 512 – Baltimore Maryland 21201-2301
Phone 410 767-5934 FAX 410 333-7304

3. The Secretary, Department of Budget and Management, with the approval of the Board of Public Works is authorized to set the reimbursement rates for meals and mileage for employees using privately-owned vehicles.
4. The Secretary, DHHM, delegates authority for approval of out-of-state travel requests to the Deputy Secretaries or their designees. The Deputy Secretaries for Public Health Services and Behavioral Health & Disabilities have delegated this responsibility to the relevant Program / Administration Directors.
5. The Secretary, DHHM delegates to the Director of Fiscal Services or designee, the overall authority and responsibility for operations of the DHHM Travel Program and liaison with the State Travel Management Office.

B. ROLES AND RESPONSIBILITIES

The roles and responsibilities identified in the State Travel Regulations are incorporated by reference. The following roles and responsibilities are relevant to the DHHM Travel Program:

1. TRAVEL APPLICANTS - DHHM employees who are requesting approval of travel and/or reimbursement for related expenses are responsible for the following:
 - a. Understanding and compliance with the Standard Travel Regulations and other relevant State and DHHM policies.
 - b. Submitting forms that are timely, accurate, complete and include all necessary attachments, in order to obtain approval and/or reimbursement.
 - c. Supplying their unit travel coordinator with the necessary information to initiate travel arrangements with the State Travel Service contractor through the DHHM Travel Reservations Unit, after travel approval has been received.
2. UNIT TRAVEL COORDINATORS shall serve as liaison between the travel applicant and the DHHM Travel Coordinator. After travel requests have been approved, Unit Travel Coordinators will initiate all travel arrangements with the DHHM Travel Coordinator. Responsibilities include assisting applicants in obtaining and preparing all travel related forms (i.e., Travel Advance Request, *Individual Request for Out-of-State Travel*, etc), reviewing forms for accuracy and completeness, and distributing all required documentation.
3. SUPERVISORS (Division Chief or above) shall be responsible for evaluating employee travel requests to determine if they are in the best interest of the Department, and shall ensure, with the assistance of the unit fiscal officer, that adequate appropriated funds are available.
4. UNIT FISCAL OFFICERS are responsible for ensuring the availability of appropriated funds to cover the anticipated travel expense, and reviewing Expense Account (DHHM 1) for accuracy, completeness and compliance with policy prior to submission for payment.

5. The DHHM TRAVEL COORDINATOR shall be responsible for:
 - a. Assisting in monitoring employee compliance with travel regulations.
 - b. Providing assistance to employees concerning questions and problems with travel.
 - c. Serving as liaison to the State Travel Management Office and the travel and credit service contractors.
 - d. Preparing and submitting reports required by the State Travel Management Office.
6. DEPUTY SECRETARIES (or their designated Program Directors) shall evaluate out-of-State travel requests (except areas inside Interstate 495 (Washington Beltway)) in accordance with Section 10 of the Standard Travel Regulations and provide approval or disapproval.
7. The SECRETARY, DHHM, shall be responsible for providing adequate internal controls over DHHM employee travel including:
 - a. Designating a DHHM Travel Coordinator to monitor employee compliance and other duties;
 - b. Designating approval authorities for out-of-state travel requests, and for exceptions to the use of the travel services contractor;
 - c. Designating an official with overall DHHM Travel Program control.
8. The STATE TRAVEL SERVICES CONTRACTOR, in accordance with Standard Travel Regulations, shall be responsible for the following:
 - a. Acquiring travel services for State employees traveling on official business including all airline, railway, and ship travel; all car rentals; and all lodging reservations except under the following circumstances:
 - (1) An unusual situation makes it impractical or impossible to use the services of the State travel services contractor;
 - (2) The State travel services contractor does not serve the area where the employee is located;
 - (3) Travel arrangements are to be made for the employee by the organizer of a planned conference, convention, or seminar in order to obtain special discounts not available through the travel services contractor.
 - b. Providing changes to pre-arranged services such as cancellation or rescheduling of tickets, car rental, lodging arrangements, etc. whenever necessary due to changes in employee's travel plans.
9. The STATE TRAVEL MANAGER is responsible for:
 - a. Overseeing operations of the State Travel Management Office.
 - b. Monitoring contractor performance and unit compliance.
 - c. Working with the State agencies to ensure the effective and efficient operation of the State Travel Management Program.

C. PRE-APPROVAL OF TRAVEL REQUESTS

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1. Pre-approval of all travel requests is required regardless of the entity (i.e., State, Federal, non-governmental, or private sources) financing the anticipated expenses.
2. IN-STATE TRAVEL - All travel and related expenses for both routine and non-routine State business (e.g., audits, inspections, training, and conferences) inside the borders of Maryland, and areas inside Interstate 495, the Washington D.C. Beltway (including the District of Columbia, Alexandria, Arlington, Falls Church, McLean, and Crystal City, Va.) must be pre-approved by Division Chief, or higher level supervisor or designee. The supervisor must confer with the Fiscal Officer to ascertain the availability of funds prior to approving travel. An *Individual Request for Out-of-State Travel* (DHHM 14) is not required.
3. OUT-OF-STATE TRAVEL - All travel outside the borders of Maryland, except areas inside Interstate 495, the Washington D.C. Beltway (including the District of Columbia, Alexandria, Arlington, Falls Church, McLean, and Crystal City, Va.) must be pre-approved through the completion of an *Individual Request for Out-of-State Travel* (DHHM 14), as described below.
4. OUT-OF-COUNTRY TRAVEL - All Out-of-Country travel must be pre-approved through the completion of an *Individual Request for Out-of-State Travel* (DHHM 14), as described below.

D. TRAVEL REQUESTS - INDIVIDUAL REQUEST FOR OUT-OF-STATE TRAVEL (DHHM 14) -When required, the Unit Travel Coordinator must submit the DHHM 14 to the DHHM Travel Coordinator 35 days prior to the travel date, except in cases of out-of-country travel to conventions, conferences, seminars, or training which must be submitted 45 days in advance.

1. DHHM 14 must be completed for all travel outside the borders of Maryland, except areas inside Interstate 495, the Washington D.C. Beltway. DHHM 14 can be obtained from the DHHM Travel Reservation Unit at (410) 767-5515 or the Unit Travel Coordinator of a DHHM agency, facility or local health department. Once all approvals are received, as indicated below, DHHM 14, along with forms and information prescribed by DHHM Travel Reservation Unit, must be forwarded to the DHHM Travel Coordinator.

NOTE: IF THE ACTUAL COST OF ARRANGEMENTS DETERMINED BY THE DHHM TRAVEL RESERVATION UNIT EXCEEDS THE ESTIMATED COST ON THE DHHM 14 BY MORE THAN \$100, THE DHHM TRAVEL RESERVATION UNIT MUST CONTACT THE UNIT'S FISCAL OFFICER FOR APPROVAL OF ADDITIONAL COSTS.

2. The proper routing for approval of an *Individual Request for Out-Of-State Travel* (DHHM 14) not involving out-of country travel is as follows:
 - a. Division Chief or equivalent;
 - b. Program Director, or designee;
 - c. Unit Fiscal Officer;
 - d. Deputy Secretary or designee*.

*Travel for the purpose of meeting with a Federal counterpart in Philadelphia, PA or Atlanta, GA, does not require the signature of the Deputy Secretary.

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NOTE: THE DEPUTY SECRETARIES FOR PUBLIC HEALTH SERVICES AND BEHAVIORAL HEALTH & DISABILITIES HAVE DELEGATED THIS APPROVAL AUTHORITY TO THE RELEVANT PROGRAM / ADMINISTRATION DIRECTORS.

- e. The proper routing for approval of an *Individual Request for Out-Of-State Travel* (DHHM 14) involving out-of-country travel is as follows:
- (1) Division Chief or equivalent;
 - (2) Program/Administration/Facility Director, Local Health Officer, or designee;
 - (3) Unit Fiscal Officer;
 - (4) Deputy Secretary or designee;
 - (5) Secretary, DHHM, or designee;
- Out-of-country travel involving a convention, conference, seminar or training also requires the following routing:
- (6) DHHM Fiscal Services Administration
 - (7) Department of Budget and Management.
- f. Out-of-Country Travel Request for Conventions, Conferences, Seminars or Training Justification - A memo prepared on behalf of the Secretary, DHHM, to the Secretary, DBM, must be attached to a DHHM 14 submitted for out-of-country travel to attend a convention, conference, seminar or training. This memo must contain the following information:
- (1) Travel destination;
 - (2) Purpose of the travel;
 - (3) Dates and cost of the travel;
 - (4) Explanation of why the travel is necessary and how the State is to benefit;
 - (5) What funds are used to finance anticipated expenses.

E. EXPENSES**1. TRANSPORTATION**

- a. All airplane, railway, ship travel, and rental car reservations shall be arranged by the Travel Services Contractor through the DHHM Travel Reservation Unit, 410-767-5515 or 410-767-0711, unless:
- (1) An unusual situation (i.e., time restraint) makes it impractical or impossible to use the services of the State's travel services contractor.
 - (2) State's travel services contractor does not service the area where the employee is located.
 - (3) Travel arrangements are to be made for the employee by the organizer of a planned conference, convention, or seminar In order to obtain special discounts not available through the State's travel services contractor.
- b. The DHHM Travel Reservation Unit will not make reservations for airplane, railway, rental car, etc. until the properly approved DHHM 14, along with all prescribed forms and information, is returned to the DHHM Travel Coordinator.
- c. All trip cancellations and partially used tickets must be immediately reported to the Travel Reservation Unit by the Unit Travel Coordinator. For both a trip cancellation and a partially used ticket, the Unit Travel Coordinator must email the Travel

Reservation Unit with the name of the traveler, date of travel, authorization number (H# on DHHM 14) and the reason for the cancellation or unused ticket. If the cancellation or partially used ticket involves the railway, the unit travel coordinator must arrange to hand deliver the ticket(s) to the Travel Reservation Unit.

The Travel Reservation Unit will contact the Travel Services Contractor and attempt to obtain a credit for the trip cancellation or partially used ticket. If a credit is obtained, the Travel Reservation Unit will convey the amount to the applicable Unit Travel Coordinator. It is each Unit Travel Coordinator's responsibility to maintain an accounting of unused fare credits and advise the Travel Reservation Unit of available credits when making future travel arrangements.

- d. Employees seeking reimbursement of transportation costs (i.e., airline, rail, ship, rental car reservations, etc.) when their arrangements were not made through the Travel Reservation Unit must prepare a letter of justification before reimbursement will be considered. This letter must indicate costs incurred and justify why arrangements were not made through the Travel Reservation Unit.

The letter must be approved for the costs incurred by the individuals noted in III.D.2. If reimbursement of costs is approved, the employee must attach the original and two (2) copies of the approval letter to an Expense Account (DHHM 1) which must be forwarded to the Travel Reservation Unit.

- e. Use of State-Owned/Private-Owned Vehicles
 - (1) The use of State-owned and privately-owned vehicles is regulated by DBM's *Policies and Procedures for Drivers of State Vehicles*.
http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/fleet_management_services/fleet_mgmt_manual.pdf
 - (2) DHHM 02.03.06, Motor Vehicle Policy, provides supplemental instructions for DHHM employees using state-owned vehicles.
[http://www.dhm.state.md.us/policies/pdf/020306-sof\(2\).pdf](http://www.dhm.state.md.us/policies/pdf/020306-sof(2).pdf)

2. INSURANCE

- a. Maryland State law confers qualified immunity on State personnel from suit and liability for torts, as provided by the Maryland Tort Claims Act, Annotated Code of Maryland, Section 12-101 et seq.
- b. Insurance for State-owned and privately owned vehicles is addressed in DBM's *Policies and Procedures for Vehicle Fleet Management, Appendix 6, Section F*.
- c. Employees must decline insurance coverage when renting vehicles for State business and will not be reimbursed for its cost. Insurance coverage is provided by the State as noted in *Policies and Procedures for Vehicle Fleet Management*.
- d. Air travel insurance is provided through the State Treasurer's Office. In the event of an accident, benefits will be paid to individuals designated as beneficiaries with the Maryland State Retirement and Pension System.

Questions concerning policy coverage or the designation of beneficiaries shall be directed to the State Treasurer's Office.

3. MEALS

- a. Meal expenses incurred while on official business are reimbursable in accordance with COMAR 23.02.01, State Travel Regulations, at DBM-approved rates in effect at the time.

To be reimbursed for meals at the high cost area rates established by DBM, employees must provide original itemized receipts; otherwise, reimbursement will be limited to the standard rate. No receipts are needed for standard rate meal reimbursement. All meal reimbursement rates include taxes and gratuity. Non-restaurant meals will be reimbursed when an employee has special needs due to health and/or religious reasons.

Meal and Tip Reimbursement Limit Chart:

http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/travel_management_services/reimbursementlimits.html

NOTE: REIMBURSEMENT MAY NOT BE MADE FOR THE COST OF ALCOHOLIC BEVERAGES.

- b. The cost of breakfast is reimbursable when an employee has to leave home on official business two (2) or more hours before the beginning time of the employee's place of business. The cost of dinner is reimbursable when an employee in travel status can not get home within two (2) hours after their normal quitting time. In both cases, the 2 hours are in addition to the employee's normal commuting time.
- c. An employee in travel status who meets the criteria for both breakfast and dinner reimbursement under 3b above, is also entitled to be reimbursed for lunch.
- d. When an employee is in travel status involving absence from home overnight:
- (1) To be reimbursed for breakfast on day of departure or dinner on day of return, an employee must meet the conditions in 3b above;
 - (2) Lunch is not reimbursable if you leave home or work after 1:00 PM on the day of departure or if you arrive at home or at work before 1:00 PM on the day of return.
- e. Members of boards and commissions established by statute who do not receive compensation (per diem) from the State may be reimbursed for actual and necessary meal expenses incurred while on official State business. These meal expenses are reimbursable in accordance with COMAR 21.02.01, State Travel Regulations, at DBM-approved rates in effect at the time.

To be reimbursed for meals at the high cost rates established by DBM, members must provide original itemized receipts; otherwise, reimbursement will be limited to the standard rates. No receipts are needed for standard rate meal reimbursement. All meal reimbursement rates include taxes and gratuities. Non-restaurant

meals will be reimbursed when a member has special needs due to health and/or religious reasons.

- f. If an employee (i.e., physician, psychologist etc.) is assigned to provide service on a shift basis and is expected to work during the dinner or breakfast hour, dinner or breakfast is not reimbursable.
- g. Out-of-country meals will be reimbursed based on the receipt submitted, converted to US dollars. The allowable meal reimbursement rates should be determined by the supervisor prior to travel.

4. LODGING

- a. Lodging reservations related to travel must be made by the employee through the State's travel services contractor. <http://www.globetrottermgmt.com/md/> unless one of the conditions in III.B.8.a(1,2,3) exists. The employee must provide the contractor with the following information;
 - (1) Authorization #H03927;
 - (2) Employee's name;
 - (3) Name of preferred hotel/motel, if any.

5. OTHER EXPENSES

- a. Parking meters; limit of \$3.00 per day
- b. Subway and/or local buses;
- c. Porter fees and/or hotel baggage tips which are limited to 3 bags per trip and reimbursed at \$1.00 per bag, when arriving at and departing from common carrier depots, and/or checking into and out of a hotel; http://www.dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/travel_management_services/reimbursementlimits.html
- d. Tolls incurred on the EZPass transponder based on the commuter rate.

NOTE: NO RECEIPTS ARE REQUIRED FOR THE EXPENSES OUTLINED IN 5(a-d) ABOVE. REIMBURSEMENT AT MORE THAN THE EZPASS COMMUTER RATE WILL BE MADE IF DETAILED DOCUMENTATION SHOWING THE ACTUAL CHARGES DEDUCTED FROM THE ACCOUNT IS SUBMITTED.

- e. Telephone charges are reimbursable, if business related. When calls are charged to a personal phone, a copy of the bill, with business call(s) and cost highlighted, must be submitted with the expense account.
- f. When an official or employee is required to be on travel status for a period exceeding five (5) consecutive days, costs for laundry, cleaning, and pressing are allowed.

F. REIMBURSEMENT OF EXPENDITURES

- 1. The Comptroller, in accordance with COMAR 23.02.01, Standard Travel Regulations, will issue reimbursement for expenses related to official State business when the request is submitted on an approved DHHM Form 1, *DHHM Expense Report*.
- 2. Employees will not be reimbursed for expenditures that incurred in a prior fiscal year unless the unit determines that extenuating circumstances exist.

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3. A separate DHHM Form 1, *DHHM Expense Report* must be submitted for each person seeking reimbursement or reporting expenses.
4. Reimbursement will not be made based solely on credit card charge documents. The original itemized invoice, itemized receipt, or other supporting documentation is required for all expenditures including hotels, registration fees, taxis, tolls, parking, meals, etc., except as otherwise noted in this policy

IV. REFERENCES

- Annotated Code of Maryland, State Finance and Procurement Article, §10-203
http://mlis.state.md.us/asp/web_statutes.asp?gsf&10-203
- COMAR 23.02.01, Standard Travel Regulations
http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/travel_management_services/travelregulations.html
- DBM-Approved Meal Reimbursement Rates,
http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/travel_management_services/reimbursementlimits.html
- Privately Owned Vehicle Reimbursement Rates
http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/fleet_management_services/povreimbrates.pdf
- Policies and Procedures for Vehicle Fleet Management
http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/other_services/state_fleet_and_travel_mgmt_services/fleet_management_services/fleet_mgmt_manual.pdf
- DHHM 02.03.06 Motor Vehicle Policy
[http://www.dhmm.state.md.us/policies/pdf/020306-sof\(2\).pdf](http://www.dhmm.state.md.us/policies/pdf/020306-sof(2).pdf)
- DHHM Employee's Travel Page, <http://indhmm/travel.htm>
- Registration Payment Request Form
http://www.dhmm.state.md.us/forms/download/g_accoun/reqireq.doc
- Division of General Accounting (DGA) Form Travel Advance Request Form
http://www.dhmm.state.md.us/forms/download/g_accoun/tradvreq.pdf
- Division of General Accounting Home Page <http://www.dhmm.state.md.us/fsa/html/dgahome.html>
- State Travel Services Contractor <http://www.globetrottermgmt.com/md/>
- State Fleet and Travel Management Unit
http://dbm.maryland.gov/dbm_publishing/public_content/dbm_taxonomy/about_dbm/division_descriptions/fleetmission.html

Approved:

/S/ Signature on File

John M. Colmers, Secretary, DHHM

October 1, 2008
Effective Date