

INSURANCE DIVISIONS TRAVEL MANUAL

I. General Statement

In addition to the departmental travel policy, this written travel manual has been approved for use by the insurance divisions to provide additional clarification, procedures and guidelines specific to the insurance divisions.

The department shall follow all items included in the department travel policy 3-100.

The department shall follow all items included in the Office of Administration's regulation 1 CSR 10-11-010 found at <http://www.sos.mo.gov/adrules/csr/current/1csr/1c10-11.pdf> .

The department shall follow all items included in the Office of Administration's statewide Vehicular Travel Policy found at <http://www.oa.mo.gov/co/policies/sp12vehicular.pdf>.

The department shall follow all items included in the Office of Administration's Travel Policy found at <http://www.oa.mo.gov/co/policies.htm>.

II. Definitions

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

- A. The State has two credit cards (State Purchasing Card and Individual Business Travel Card) that are the preferred method of payment except where their use is not an option.
- B. Official domicile shall be the actual work location or assigned work location of an employee as best serves the interest of the Department. Official domicile shall be one of the following: Kansas City office building, St. Louis office building, or Jefferson City office building. Official domicile will be designated by the position and may only be changed with the approval of the Director.
- C. Travel authorization and reimbursement forms are those approved by the Office of Administration and Department of Insurance, Financial Institutions and Professional Registration. Altered forms will not be accepted.
- D. Residence shall be the city or town in which the individual has an abode or dwelling place.
- E. Twelve-hour rule. According to State travel policy a person, if there is no overnight stay, must be in travel status for 12 or more hours to be reimbursed for meals.

III. Reimbursable Travel Expenses

Employees and officials are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business. Reimbursable travel expenses are limited to those expenditures essential to conducting state business and include, but are not limited to the following:

- A. Any mode of travel (state car, rental car, private vehicle, plane, train, taxi, etc.) that is most economical and advantageous to the State of Missouri and department as well as associated cost such as gasoline and oil for rental cars or state vehicles, required parking, toll bridges, etc.
- B. Lodging at the CONUS, state government or lower rate for a single room. Any lodging in excess of CONUS rate must be approved by director or designee using the Authorization to Exceed CONUS form.
- C. Meals if in travel status for twelve or more continuous hours or if overnight lodging is necessary.
- D. Air travel at no more than the coach rate. Prior approved out of state travel authorization required for out of state air travel. Obtain the lowest reasonable, logical airfare at least 21 days in advance. When this is not possible, document the reason(s) as part of the transaction. Air travel arrangements should be made on the basis of what benefits the State and not on accruing frequent flyer miles for an individual. Examiners will have a blanket out of state travel authorization issued annually.
- E. Communication expenses when necessary for the transaction of official business.
- F. Mileage reimbursement for official use of a private vehicle may be claimed in accordance with provisions of the department travel policy and manual.
- G. Expense incurred for rental cars. State contracted vendors should be used if available.
- H. Other misc. expenses with receipts will be reviewed on an individual basis.
- I. When possible travel expenses should be direct billed to the department. Items which are invoiced directly to the department are not reimbursable on an expense account.
- J. Prepayment may be made when direct billed to the agency for airfare, conference fees, lodging and rental cars under the State contract, if required by the vendor or advance payment results in a cost savings. Reimbursement to the employees for air fare, mileage, meals, and lodging can only be made after the travel has occurred. Emergency or unusual circumstances that result in expenses incurred for trip cancellations or rescheduling will be considered on a case-by-case basis.

- K. Expenses incurred for the sole benefit of the employee or official such as any type of insurance, individual business travel card late fees or finance charges, travel loan finance charges, personal credit card fees or dues, entertainment such as television or movie charges, bar bills, fitness membership fees, extra meals or snacks, bulk food/beverage purchases, newspapers, magazines and other like charges are not allowed as reasonable travel expenses.
- L. All receipts (proofs of payment) must be originals. Proof of payment includes the customer copy of a charge card receipt, a charge card statement detailing the expenditure, proof of payment from a financial institution (canceled check or screen print), an invoice or folio with a zero balance, a cash register receipt or a receipt for cash paid. Receipts must show business name, date and time. If an original receipt is not available, the claimant must provide a written explanation. Exceptions are subject to the approval of the department director or designee.

IV. Travel Portal

The State operates a Travel Portal as an accountability and cost effectiveness tool. It provides information and links on travel-related areas such as policies, forms and travel vendors. It promotes greater accountability, safety and control at no taxpayer cost. The Travel Portal is accessible on the Division of Accounting home page at <http://www.campustravel.com/state/missouri>. The Travel Portal contains an FAQ (Frequently Asked Questions) link that provides more information about the portal.

V. Mileage, Rental Cars and State Vehicles

- A. For travel in privately-owned vehicles, the state mileage allowance shall be at the current rate ordered by the commission of administration. The reimbursement rate may be the standard rate or the state fleet rate depending on the trip optimizer analysis. Revisions to the mileage allowance rate will be effective on July 1.
- B. When planning travel arrangements, employees should utilize the trip optimizer to calculate the most cost effective travel option. When using the trip optimizer examiners should use no more than one hour staff time per person using the rental for pickup and drop off of rental vehicle in their travel analysis. Examiners should use the trip optimizer found at <http://www.insurance.mo.gov/private/examtravel.htm>. This version includes rental rates under the examiner's rental car contract. Examiners do not have the option of utilizing a state vehicle. Other employees should use the trip optimizer found at <http://www.oa.mo.gov/gs/fm/traveloptions.htm>. Other employees see Vehicle Travel Procedures contained in this document for further information. A copy of the trip optimizer should be attached to the expense account when submitted. Contractors conducting state business may operate state vehicles provided they adequately indemnify the State of Missouri.
- C. A guide for mileage calculation will be the current state of Missouri map published by MODOT, Mapquest, or any universally recognized mapping site.

- D. Examiner rental car contract also provides for weekly and monthly rentals so analysis should include these options if applicable to the work assignment.
- E. Rental vehicles should be 1-2 persons for mid-sized vehicle and 3 or more persons for a full size vehicle.
- F. Employees traveling to the same destination should car-pool in a state vehicle or rental vehicle whenever possible. Supervisors are responsible for ensuring that employees car-pool when traveling to the same location. Employees who elect to travel using their personal vehicle when car-pooling is reasonably available cannot bill for mileage reimbursement.
- G. When two or more employees traveling to the same destination all choose not to car-pool in a rental vehicle and a state vehicle is not available will be allowed reimbursement at the rental vehicle rate divided equally among employees.
- H. Employees should drive a state vehicle when it is available. This includes utilizing OA's vehicle pool if Insurance state vehicles are not available. State vehicles are not available for examiner use. When a state vehicle is available and car-pooling is not an option if the employee chooses to drive a private vehicle the state fleet reimbursement rate will apply.
- I. Employees should drive a rental vehicle if it is the most cost effective option and a state vehicle is not available. If a rental vehicle is the most cost effective and a state vehicle is not available, car-pooling is not available and the employee chooses to drive a private vehicle they will be limited to the trip optimizer estimated cost of the rental vehicle including fuel costs.
- J. Mileage calculations for business travel are as follows for all employees:
 - 1. Employees with an assigned office space, mileage will be calculated from domicile (state office building) or residence whichever is less regardless of the location of their residence.
 - 2. Employees who do not have a permanently assigned office in one of our state office buildings they shall have designated the state office building location within their domicile as assigned office space for calculation of mileage. Mileage will be calculated from state office building or residence whichever is less.
 - 3. Travel to and from the assigned office or designated office from residence will not be reimbursed.
 - 4. Travel to and from hotel to job site will not be reimbursed unless prior approved by the director for special circumstances. Example: American Royal in KC has all hotels close to job site booked and requires employee to drive extreme distance.

5. Travel to and from job site or hotel for meals will not be reimbursed but cab fare or bus fare may be considered in some large cities when they are used as alternative transportation as described later in this section.
- K. Printouts from Mapquest or any universally recognized mapping site showing the mileage from the domicile to the destination and the mileage from the residence to the destination should be attached with the expense report. Mapquest mileage amount will be used unless the employee notes why they are claiming a different amount.
- L. 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 from residence to airport. The routing for each trip for mileage computation shall be by the most commonly traveled route unless unusual circumstances warrant other less direct routes.
- M. Cab fare to and from the airport will be reimbursed if less than personal mileage and average rate for parking (average of highest rate and lowest rate available at airport website).
- N. Cab fare may be prior approved by Chief Examiner as an alternative to rental vehicle in some large metropolitan areas such as New York City.
- O. When using a rental vehicle, mileage to and from rental car office is not reimbursable.
- P. Mileage by motorcycle is reimbursable at the fleet rate.

VI. Work Schedule for Field Examiners

- A. During the pre-examination phase of each examination, the EIC will conduct a travel cost comparison of different alternatives and travel schedules using the Travel Planning Worksheet developed by the department. The cost comparison should be done during the preparation phase of the exam and at any time that there are substantial changes either in the schedules, hotel rate or transportation costs. Audit Managers will approve the travel plan. The approved Travel Planning Worksheet and documentation shall be submitted at the beginning of each examination by the Audit Manager to the Support Services section.
- B. Examination team shall consider the three travel work schedules included in the travel planning worksheet when traveling outside the domicile. Examiners may consider either the four-day or five day workweek schedule when working in their domicile. The audit manager must pre-approve all schedules. The Audit Manager may approve a schedule other than the recommended schedule if the company does not allow for flexible work hours or if it is determined that the travel times to

and from the job site are unreasonable or excessive. Approval of any schedule other than the recommended schedule should include written documentation. Any deviation from the approved schedule must be prior approved by Audit Manager.

- C. Employees must arrange travel that will enable them to work their assigned work schedule.
- D. The entire team shall work the same schedule and schedule must be for a 40 hour week.
- E. The department standard is to permit work time to travel to the examination site and to travel home within the same week. The department will grant work time for actual time spent traveling up to a maximum of 5 hours per week. The EIC shall ensure that use of such time is actually spent enroute to or from a job site. Approval may be granted by the division director or his designee to exceed the 5 hours per week when travel time greatly exceeds the 5 hour allowed due to job site location. Allowable travel time will be included in the travel planning worksheet approved by the Audit Managers.
- F. The examination team may use a rental vehicle during an examination when permission is obtained from the examiner-in-charge. If an examiner does not return home and is without a car; the examiner can be reimbursed a maximum of \$15 per day (a maximum of \$30 per weekend) for transportation even if the team has a rental car. Receipts are required for these expenses. If a receipt is not available, documentation must provide the reason.
- G. See Travel Planning and Analysis Worksheet Guidelines developed by the Department for further information.

VII. **Lodging**

- A. Lodging costs are those necessary to conduct Department business. Excluding applicable taxes, these costs may not exceed CONUS rates. When a city is not listed in CONUS, then the standard reimbursement rate should be used. If extraordinary circumstances prohibit being able to find lodging within CONUS, the employee needs to complete an Authorization to Exceed CONUS Rates Form. The Department Director or designee must approve exceptions to these limits, prior to the expense being incurred.
- B. Employees are expected to select the location, type and cost of lodging that best meet the needs of the State and your work requirements. Reasonable and necessary amounts are allowed for the cost of lodging at the single room rate. In areas where comparable accommodations are available at significantly different prices employees should seek prior approval before selecting higher priced lodging and document the reason(s) for selecting the higher priced lodging.

- C. The Travel Portal lists providers that have agreed to meet State guidelines and provide preferred rates. The Travel Portal also lists the federal per diem for lodging as a benchmark to evaluate the cost of lodging in specific areas.
- D. No official or employee shall be allowed lodging 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 lodging expenses when it would be more economical and advantageous to the state to return to their residence.
- E. When making reservations for lodging, the employee must request the government or convention rate and is responsible for ensuring that they have received the government or convention rate. Reimbursable lodging costs may include state, city and/or convention taxes. When traveling on state business in Missouri, employees' lodging is exempt from state sales tax. At the time of check-in, provide a copy of the departments Missouri Sales and Use Tax Exemption Certificate. A copy is available on the DIFP-Insurance Intranet. If you book lodging through the Travel Portal, the lodging vendor should already have a tax-exempt certificate for the State.
- F. An itemized statement furnished by the lodging provider and documentation of payment are required for all lodging expenses.

VIII. **Meals**

- A. The State has established a meal per diem standard. No receipts are required. The rates for each meal are listed on the Division of Accounting home page at <http://www.oa.mo.gov/acct/>. The amount listed for each meal includes tips.
- B. Employees may claim the applicable per diem rate for each eligible meal (breakfast, lunch or dinner) while in travel status. Tips on meals are part of the per diem and may not be claimed separately. Employees must pay for meals from their own funds or use the Individual Business Travel Card. Their actual expense may differ from the applicable meal per diem.
- C. Travel status begins when you leave your residence or domicile to travel on state business. Travel status ends when you return to your residence or domicile. You are not in travel status if any part of your trip involves a commute. When your official domicile and residence are different, the travel status begins and ends based upon whichever is less.
- D. Each meal per diem must be listed separately on the expense account if the daily per diem is not applicable. If the daily per diem is applicable this amount may be entered in the dinner column.
- E. Traveling without an overnight stay requires more than 12 hours in travel status to qualify for reimbursement for meals per the schedule below. When traveling overnight on Department business and incurring lodging expenses,

meal reimbursement begins and ends as outlined below. These guidelines include travel time only (not meal and travel time). Any meal reimbursement under the 12-hour rule must show departing times from, and returning times to, the official domicile. Other meal reimbursement requests must include the departure and/or arrival times for first and last meals of trip. Both must also include a statement in the From/To & Purpose column indicating the employee is in travel status and the meal is allowed (ie, departed 6:30am – before 7:00am – breakfast allowed or returned 8:15pm – after 7:00pm – dinner allowed).

<u>Leaving before:</u>	<u>Meal Reimbursement begins with:</u>
7:00 am	Breakfast
10:00 am	Lunch
5:00pm	Dinner
<u>Returning after:</u>	<u>Meal Reimbursement ends with:</u>
2:00 pm	Lunch
7:00 pm	Dinner

- F. Employees do not receive reimbursement for travel expenses going to and from meals. Employees do not receive reimbursement for meals within their official domicile unless incurred as part of a department required meeting or conference and 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 business reason can be documented in the form of an agenda, program, or other specific description. No employee shall be allowed meal expenses while in their city of official domicile, except as provided for otherwise in this manual (eg. Conference, 12 hour travel status).
- G. When attending a meeting or conference, you may claim the applicable meal per diem for those meal times where you document no meal was provided and the 12 hour rule applies. An agenda must be attached to the expense report to request the meal reimbursement.

IX. Miscellaneous Expenses

- A. The CONUS M&IE rate allows reimbursement for incidental expenses designated per day for business expenses you actually incur, such things as tips for baggage handling, bellhops, housekeeping, concierges, skycaps, etc. Receipts are not required but such expenses should be itemized in the ‘explanation’ section of the expense report. Expenses incurred for your sole benefit are not allowed as reasonable travel expenses. See OA Travel Guide for details. The allowed incidental expense amount must be incurred and is not an entitlement.

- B. The statewide policy does not require receipts for taxi fares. However, DIFP-Insurance, has chosen to be more restrictive and to require receipts for taxi fares. Such expenses should be itemized in the 'explanation' section of the expense report. Taxi driver tips are not considered an incidental expense, but may be included in the cost of the taxi.
- C. All receipts should be carefully taped so that the tape is not over any of the print on the receipts. Stapling receipts and putting receipts on top of each other is not acceptable.

X. **Expenses Must Be Reasonable**

If a supervisor questions an employee's expense report or suspects abuse, the employee may be required to produce detailed receipts for those expenses and, at the supervisor's discretion, all future expenses.

XI. **Shared Expenses**

Employees may be reimbursed for travel expenses for other employees or nonemployees provided they document the specific business reason for doing so and the names of those involved. Expenses incurred for others may include such charges as a hotel charge for which a room was shared. When it is necessary to purchase a meal for a nonemployee, the reimbursement is limited to the cost of that person's meal and a detailed receipt is required. Employees may claim per diem for themselves if it is an eligible meal.

XII. **Travel Expenses Paid by Other Organizations**

The traveler should obtain prior agency approval for travel paid by other organizations. Travel expenses that another organization will reimburse should be charged to or paid by the State either directly or through a state-issued credit card only when necessary. The agency must ensure that any expenses paid by the agency are reimbursed to the agency and not the employee.

XIII. **Resident City Other Than Official Domicile**

- A. An 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 official domicile.
- B. 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 meeting.
- C. Travel expenses shall be computed and reimbursed between the travel site destination and the employee's official domicile or residence (if leaving directly from the residence), whichever is less.

- D. 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 of official domicile must be listed on the Monthly Expense Report.

XIV. Monthly Expense Report Instructions and Processing

- A. It is the employee's responsibility to demonstrate that the expenses they incur or approve are reasonable and necessary. As needed, you should include explanations and documentation to fully substantiate travel expenses.
- B. The standard you should apply is that each travel expense report should stand on its own without the need to seek further explanation. In other words, an individual who did not take or approve the trip could review the trip documentation and readily understand what expenses were incurred and why and how they relate to transacting state business.
- C. As a traveler or an approver, the employee is responsible for being familiar with and adhering to state travel rules and policies. Deliberate disregard for state travel rules or policies or intentionally filing or approving a fraudulent or misleading expense report are grounds for disciplinary action including termination of employment.
- D. All claims must be typed, in ink or computer generated. The original shall be filed with Support Services.
- E. 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. A descriptive vendor document and a proof of payment as previously defined in this manual must support reimbursement for conference registrations.
 - 4. Proof of payment may be in the form of a credit card receipt, credit card statement copy showing the charge, folio showing a zero balance, or proof of payment from a financial institution (canceled check or screen print).
- F. For Field Examiners the NAIC number must be listed on the expense report. If an examiner is working on multiple companies during a week at one location they must indicate the percent of time they spent on each company.

If an examiner is working on multiple companies during a week at different locations they must indicate the NAIC number to charge per day.

- G. 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 Monthly Expense Report Form.
- H. Each Monthly Expense Report shall be limited to cover expenses incurred during a one-month period. If employee has only minimal expenses for one month, two months may be combined. The Department will not accept more than one Monthly Expense Report per individual per month. The Monthly Expense Reports must be rendered currently to facilitate prompt payment. The report cycle begins with the 16th of the month and continues through the 15th of the following month, with the report due to Support Services by the 20th of the month. For examiners, when expenses exceed \$1,000 by the first of the month, a supplemental expense report may be submitted. This supplemental report is due by the 5th of the month. Trip expenses must be properly accounted for within 90 days after the end of the trip on which the expenses were paid or incurred or the reimbursement may be taxable to the employee. For expenses reported more than 90 days after the end of the trip, the reason for the delay must be documented.
- I. All expenses incurred within a particular fiscal year must be submitted in accordance with fiscal year (June 30) end deadlines issued by the Office of Administration – Division of Accounting.
- J. Rubber stamps or facsimile signatures for the claimant on the Expense Report Form shall not be honored unless otherwise provided by State law.
- K. All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved by the Director of the Department or designee, or as otherwise provided by State law. The expense report must include original signatures (electronic form is acceptable) of the claimant and approver verifying that the reimbursement claim is correct. Expense accounts must be approved by an administrative superior or their delegate. In no case may the employee or the employee's staff approve the expense report. When the approver is relying on information or approval by others such as an email, the approver should attach documentation of that information or approval to the expense report. This includes situations where the approved expense report does not include the claimant's original signature. In these cases the attached documentation should indicate the claimant has taken responsibility for incurring and claiming the expenses.
- L. See also line-by-line instructions for Monthly Expense Report Form.

XV. **Form Processing**

- A. Accurately complete the monthly expense report form. Obtain your supervisor's signature of approval on the form. Submit the approved form and documentation to the Support Services Section by stated deadlines. Expense report reimbursements are generally issued within 20 days of Support Services Section's receipt of the expense form. Expense reimbursements will be direct deposited in the same account as the employee's paycheck.
- B. Most of the errors on expense accounts are mathematical. If there is an error, mathematical or otherwise, that can be resolved over the telephone, e-mail, etc (i.e. explanation not given for leaving from home, time in travel status not given for 12 hour rule reimbursement etc.) the Department will make an attempt to correct the error. If the problem cannot be resolved by telephone, e-mail, etc. portions of the expense account without the problem will be processed. The claimant is responsible for accurately completing and resubmitting the previously inaccurate report. A copy of the original expense report must be submitted with the revised report.

XVI. **Out of State Travel**

- A. All travel outside the State requires approval by the Department Director or designee.
- B. A copy of the approved Out of State Travel Authorization Form bearing the signature of the Department Director or designee shall be sent to Support Services. The Out of State Travel Authorization Form must be the form approved by the Office of Administration and at a minimum include the following information: name(s) of employee(s), destination, purpose of the trip, dates of travel, manner of transportation and estimated total expense.
- C. The Out of State Travel Authorization Form must be approved by the Division Director and Department Director or designee prior to arranging air and lodging reservations. Support Services will annually issue examiners a blanket Out of State Authorization Forms for expenses associated with out of state examinations.
- D. The names of all individuals requesting travel to the same place on the same date and for the same purpose shall be included on one Out of State Travel Authorization Form.
- E. Air travel shall be the method of transportation unless other methods of travel are more economical or advantageous to the Department. Prior approval for an alternative method of travel must be obtained from the Department Director or designee.

XVII. **Alternate Travel Arrangements**

Employees may request approval to travel by alternative means or under an alternative time frame. The state will pay or reimburse no more than what it

would have had the employee traveled by conventional means and under normal time constraints. The request must include the following information:

- A. Your reason for requesting this arrangement
- B. Documentation of what your expense would have been had you traveled in a conventional manner.
- C. A clear demonstration that this alternate arrangement is not to the detriment of the State.
- D. Whether or not your alternate arrangement will have you traveling at times that normally would be work times. In these cases you may need to seek approved time off.
- E. If you elect to drive a personal vehicle rather than fly, you must provide a comparison between the cost to drive and the cost to fly. The comparison must clearly document the estimated cost both to drive and to fly. If approved, the State will reimburse the lower of your actual cost to drive or the estimated cost to fly. Travel outside the State by privately owned automobile, instead of air transportation, shall be limited to the State mileage allowance. The total mileage allowance cannot, however, exceed the lowest advance direct coach airfare cost for the same travel dates and destination. Documentation for the lowest coach airfare needs to be attached to the expense report.

In addition, meals, lodging or other travel expenses incurred, as a result of taking surface transportation, instead of air, will be allowed only if the expenses would have been incurred for air travel also.

DEPARTMENT AUTHORIZED TO ESTABLISH TRAVEL RULES

Any exceptions to the travel policy and the travel manual require the approval of the Department Director.

Vehicle Travel Procedures

Not applicable to Examiners

When traveling on in-state business there are four possible methods of vehicle travel that can be used:

- 1) Department State Vehicle
- 2) OA State Pool Vehicle
- 3) Rental Car
- 4) Reimbursement for Personal Vehicle use

Determining the most cost effective methods of transportation:

- Complete the Trip Optimizer found at www.oa.mo.gov/gs/fm/index.htm.
- Print the completed form

Using the Results from the Trip Optimizer, the processes to obtain a vehicle are as followed:

- I. Department State Vehicle** - Fill out Vehicle Request form for the DIFP State Vehicle (found in the mail room). On the form, include the date and time you will *check out* the vehicle, destination, list all passengers traveling with you including yourself, and the return time. Return the completed form along with the Trip Optimizer to the mail room. Please try to give as much notice as possible so we can determine availability. Taking a State Vehicle is always acceptable.
- II. OA State Pool Vehicle** - If there is not a department vehicle available, go online to the OA website at <http://oa.mo.gov/gs/carpool.htm> and click on the Reservation Request Form to complete a request. OA requires that we give them four hours notice so they can determine vehicle availability. Your confirmation will be sent via e-mail.
- III. Rental Vehicle** – If neither a DIFP nor OA vehicle is available, to rent a vehicle, access the Enterprise Reservation link at <http://www.oa.mo.gov/gs/fm/onlinereservations.htm> and complete the reservation online. You can print out a copy of the reservation to take with you to the rental branch.
- IV. Personal Vehicle** - (self-explanatory)

If you are in need of further explanation about how to request vehicles or make reservations, please reference the numbers to the next page.

If a state vehicle is available & you do not wish to take it, please make a note on the Department State Vehicle Request Form so we may assign the vehicle to someone else. However, you will be reimbursed at the most economical rate as stated on the Trip Optimizer. Employees should drive state vehicles unless an exception applies. When a state vehicle is available to the employee and the employee elects to drive a privately owned vehicle, the maximum reimbursement rate for an employee shall be limited to the established state fleet rate. Failure to give the required 4 hours of notice for an OA State Pool Vehicle will result in the employee being reimbursed at 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 employee shall not exceed the cost of the rental option, including the cost of fuel (Enterprise rental total cost from Trip Optimizer includes the cost of fuel).

Please pick up/return the DIFP vehicle packets at the front desk. All request still need to be turned into the Mail Room for availability determination.

Vehicle Travel Procedures

- I.** Obtain a Dept. of Insurance State Vehicle Request Form from the Mail Room. This form needs to be completed and returned to the mailroom along with an attached copy of the Trip Optimizer showing the estimated round trip miles, list all passengers, and number of days the planned travel will take to complete. When you enter the date/time into the form, put the time you will be picking up the book and the time you will be returning it. For example, if you need the vehicle on Oct. 17 from 8 am – 5 pm, but will be picking up the book up the night before, put Oct 16 at 5 pm as the pick up date. Additionally, if you will be returning late and not returning the book until Oct. 18 at 8 am, list that as the return date. *If you do not wish to take a state vehicle, make a note on the State Vehicle Request Form so we may assign the vehicle to someone else. However, you will be reimbursed at the most economical rate as stated on the Trip Optimizer.*
- II.** If there is no Department Vehicle available, the employee will need to submit a request for an OA State Pool Vehicle. The request form is online and can be found at <http://oa.mo.gov/gs/carpool.htm>. OA will send back via e-mail notification if a vehicle is available. In addition, if there is an OA vehicle available, in the e-mail there will be an attachment you will need to print out and take with you in order to pick up the vehicle. OA has informed us that there is a four hour notice required for use of an OA Vehicle. Furthermore, OA has said that if you are in need of the vehicle earlier, or will be returning late to notify them immediately and they will try to accommodate your needs. Please keep in mind that OA has many vehicles and these pool cars are frequently scheduled to come in and go out on the same day, often times within hours. The contact person at OA is Cindy Dixon and her phone number is 751-4534.
- III.** In cases where there is no state vehicle available and the rental car is the next lowest cost option; the rental car can be reserved by going to the Enterprise Reservation and Information link located at <http://www.oa.mo.gov/gs/fm/onlinereservations.htm>. There you will find the reservation link, simply click on it and follow the instructions. The standard class vehicle should be selected unless there are three or more persons traveling to the same location in which case a full size vehicle may be selected. Insurance coverage on state vehicles and rental vehicles used in state is provided by the Office of Administration, Division of Risk Management Legal Expense Fund and is therefore not needed on in state rentals.

AUTHORIZATION TO EXCEED CONUS HOTEL RATE

Persons going on Trip:

Purpose of Trip:

Date of Trip:

Destination City:

Conus Rate Hotel Room:

Requested Rate Hotel Room:
(NOT including city or state taxes)

PERMISSION GRANTED _____ Date _____
Signature of Director of Administration

PERMISSION DENIED _____ Date _____
Signature of Director of Administration

Reason Denied:

PRIOR APPROVAL FORM

I, _____, request prior approval for the following:

- _____ Remaining at job site.
- _____ Additional Car Rental.
- _____ Non-Standard Working Hours
- _____ Administrative Leave for Company Holiday
- _____ Other

Explanation (include dates and any expenses):

Approval Signature

Title

INSTRUCTIONS TO COMPLETE MONTHLY EXPENSE REPORT FORM

For Month of: Enter the month and year for which an individual is seeking reimbursement for travel expenses.

Page of : Enter the total number of pages being submitted. (Note: includes first page and any additional pages).

Department/Division or Institution: Enter the name of the Department of Insurance, Financial Institutions and Professional Registration division for which the individual works. In the case of a non-State employee, enter the division on whose behalf the claimant incurred expenses.

Employee Name (Last, First): Enter the complete name of the individual. (Note: Be consistent every month.)

Vendor Code (Social Security Number).: Enter the ten-digit vendor number or the Social Security number of the employee. If not a State employee, enter NSE (non-State employee). (Note: This is a required field.)

Office Address: Examiners must enter company name, NAIC number and work site address of company being examined in this field.

Work Phone No.: May leave blank.

Unit/County: May leave blank.

Location Code or Document No.: May leave blank.

Date: Enter the month and date(s) the trip occurred.

From/To and Purpose: Enter the specific place of departure and destination on the first line. (Note: If leaving from home, indicate on the expense report that the employee is closer to the work site than the official domicile.) Enter the business purpose on the next line. If all travel is for the same business purpose, you may indicate this at the bottom of the column rather than repeating for each travel day. Documentation of business purpose of reimbursable business expenses is required by the IRS. If the documentation is not submitted, we are required as an employer to report the expense reimbursement as "Wages, Tips and Other Compensation" on the employee's W-2 form. See note under meals.

Ret (X): Enter "X" only if mileage claimed is for round trip; otherwise leave blank.

Standard Miles: Enter the number of standard miles traveled on a particular date. These should be rounded to the nearest whole mile. State vehicle mileage is not reimbursable.

Fleet Miles: Enter the number of fleet miles traveled on a particular date. These should be rounded to the nearest whole mile. State vehicle mileage is not reimbursable.

Breakfast: If in travel status, enter the breakfast per diem rate based upon location if daily per diem rate is not applicable. Leave blank if daily per diem rate applies.

Lunch: If in travel status, enter the lunch per diem rate based upon location if daily per diem rate is not applicable. Leave blank if daily per diem rate applies

Dinner: If in travel status, enter the dinner per diem rate based upon location if daily per diem rate is not applicable. Enter daily per diem rate if applicable.

Note: Any meal reimbursement under the 12-hour rule must show departing times from, and returning times to, the official domicile. Other meal reimbursement requests must include the departure and/or arrival times for first and last meals of trip. Both must also include a statement in the From/To & Purpose column indicating the employee is in

travel status and the meal is allowed (ie, St. Louis, MO to Las Vegas, NV, NAIC meeting, departed 6:30am – before 7:00am – breakfast allowed or Las Vegas, NV to St. Louis, MO, NAIC meeting, returned 8:15pm – after – 7:00 pm – dinner allowed. The departure and arrival times must be from the lesser of official domicile or residence to the eligible for reimbursement.

Lodging: Enter the cost of lodging plus taxes for the particular date. Attach proof of payment. (Note: If direct billed, enter DB.)

Bus, RR, Air: Enter the total cost of transportation, if other than private car, for the trip. Attach proof of payment (Note: If direct billed, enter DB.)

Misc.*: Enter the total cost of miscellaneous expenses for the trip (tips, parking, phone, fuel for rental car, etc.). Attach necessary receipts.

Total: Enter the sum of travel expenses incurred for each day, excluding mileage.

Totals of Above: Enter the total of each column.

Totals from Other Pages: Enter the totals from any additional page(s).

Total Standard Miles () at () Cents per Mile: Enter the total standard miles for this expense report. Enter the rate reimbursed per mile. Multiply total standard miles traveled by the rate reimbursed per mile. Enter this figure in the "Total" Column.

Total Fleet Miles () at () Cents per Mile: Enter the total fleet miles for this expense report. Enter the rate reimbursed per mile. Multiply total fleet miles traveled by the rate reimbursed per mile. Enter this figure in the "Total" Column.

Total Reimbursable Expense: Enter the total amount to be reimbursed.

Total In-State: Leave blank.

Total Out-State: Leave blank.

Date: Enter the dates that correspond to the items charged in the "Misc." column.

Explanation of Miscellaneous: Enter an itemized explanation of the expenses listed in the "Misc." column (e.g. 5/1/07 maid tip \$1.00, parking \$2.00, rental car fuel \$17.50, etc).

Approval Signature: Supervisor responsible for approving expense account must sign and date. Unsigned expense accounts will be returned.

Claimant Signature: Employee submitting expense account must sign and date. Unsigned expense accounts will be returned.

Title: Enter the title of the individual responsible for approving the expense form.

Title: Enter the official title of the individual who incurred the travel expense.

Official Domicile: Enter the city of domicile assigned to the employee by DIFP.



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

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

