

Policy on Travel and Per Diem Expenses on Professional Agreements

Effective March 1, 2000, the following policy should be observed regarding acceptable travel and per diem expenses for professional agreements while on official Idaho Transportation Department business.

The Federal Per Diem Rates include new seasonal rates that are allowed for Idaho. These rates should be applied for all work and according to the periods indicated.

Because of the geographical makeup of the state of Idaho where the use of bordering areas to conduct department business is often necessary, the in-state travel definition shall include those areas that border the state up to 60 highway miles. These border destinations shall be classified the same as any in-state destination, and subsistence and other travel expenses shall be reimbursed using standard in-state travel policies and rates.

Reimbursement for meals and lodging should follow the firm's policy. However, the amount allowed for reimbursement shall not exceed the Federal Per Diem rates outlined for Idaho. Receipts for lodging are required to support all costs for which an allowance is claimed under the per diem.

Copies of employee's expense account receipts are required for lodging, air travel, ground travel (if commercial), and parking. A list of all employee expenses should be submitted with each invoice.

Automobile travel - When privately owned automobiles are authorized or approved for transportation, distances between points traveled shall be as shown in standard highway mileage guides or actual miles driven as determined from odometer readings. (Actual odometer readings need not be shown on the invoice, but the firm should have a system or method for tracking this.) Any substantial deviations from distances shown in the standard highway mileage guides shall be explained. The mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the department begins his/her journey. The mileage reimbursement rate covers all cost of vehicle operation including insurance, repairs, gasoline, maintenance, etc.

Review and administrative controls - Each District/Section shall ensure that actual subsistence expense reimbursement under the provisions of the agreement is properly administered and controlled to prevent abuse. Expenses claimed by the consultant shall be reviewed by the administrative party to determine whether the expenses are reasonable and allowable, and are necessarily incurred for the project.

Consultants are eligible for meal and lodging expense reimbursement when assignments are beyond 65 miles of official station of duty as defined by the Idaho Transportation Department, and personnel are in travel status for more than 12 hours.