To:	MSDE HQ Employees
From:	Justin Dayhoff, Assistant State Superintendent, Financial Planning, Operations, and Strategy
Date:	Janaury 26, 2022
Subject:	Calendar Year 2023 Guidance for Employee Expense Reimbursement Forms and Travel

This memorandum provides guidance on employee reimbursement forms and travel. The guidance adheres to State regulations and requirements of the Comptroller's General Accounting Division (GAD). This memorandum is accompanied by the updated calendar year 2023 expense report forms that reflect the updated rates.

Workday Numbers and Social Security Numbers

- The employee's full Workday number is required on the expense form and travel log.
- Only State Board Members and employees who have resigned should use Social Security Numbers (SSN) on the expense form and travel log. The full SSN is the equivalent of a vendor tax ID number in the payment system.

Mileage Reimbursement

The following policies apply to any day in which the driver travels in a privately owned vehicle to conduct State business. Reimbursement shall be made as follows:

- For mileage reimbursement, attach a printout from Google Maps or MapQuest to show an independent calculation of mileage.
- A driver who leaves the office to conduct business in the field and returns to the office may be reimbursed for all mileage directly connected with the business trip because the driver will have driven his normal daily commute to and from the office by the end of the day.
- A driver who conducts State business prior to coming into the assigned office or on the way home from the assigned office may be reimbursed for all mileage in excess of the daily round- trip commute miles regularly traveled.
- A driver who leaves home to conduct business and returns home without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip in excess of the round-trip commute miles regularly traveled.
- An authorized driver who chooses to use a privately owned vehicle for official business when a State vehicle is available shall be reimbursed at one-half the ordinary standard rate.
- In no event shall a driver be reimbursed for commuting to and from his or her assigned office.
- Please use the **Agency Object Code 0405** for all mileage reimbursement. For additional information, please contact your Division's Fiscal Coordinator.

Meals and Incidental

Meal allowances for employees while in travel status are reimbursable at the rates established by the Secretary of the Department of Budget and Management (https://dbm.maryland.gov/pages/mealtipreimbursement.aspx). For calendar year 2023, the standard meal allowance (including Tax and Tip) rates are:

- Breakfast: $15.00
- Lunch: $18.00
- Dinner: $30.00

Please remember:

- All meal rates are inclusive of taxes and tips.
- Original receipts are required for all expenses other than tips.
- Receipts for meals and hotels must be itemized.
- When an employee is in travel status involving absence from home overnight, all meals are reimbursable.
- Reimbursement will not be made for the cost of alcoholic beverages.
- The cost of breakfast is reimbursable when an employee, in travel status, has to leave home on official business two hours or more prior to the beginning of the employee's normal start time. The cost of dinner is reimbursable when an employee, in travel status, cannot get home within two hours or more after the employee's normal quitting time. In both cases, the two hours are in addition to the regular commuting time.
- Staying overnight in a hotel confirms travel status. If you stayed in a hotel, provide a copy of the itemized hotel bill/folio.
- If you are at a conference but are claiming meal reimbursement, provide the agenda from the conference to show the duration of the event and whether or not meals were provided.

For Tips:

- Tips for meals should not be greater than 15% of the total bill.
- For porter fees and hotel tips, the reimbursable rate is $1.00 per bag. The same per bag tip is reimbursable when checking into and checking out of a hotel.
- The State does not reimburse tips for hotel housekeeping services.
- Tips for taxi, bus, shuttle, and airport limousine services are limited to 15% of the total fare amount.

Hotel Stays

- Globetrotter, the State reservation service, should be used for out-of-state and in-state hotel stays. The telephone number is 301-570-0800 (toll free 888-337-2462).
- Using Globetrotter helps ensure that you will get a rate that is considered the "least expensive available rate for reasonable accommodations based on single occupancy," per Section .12.D.2 of the State's travel regulations.
- Corporate Purchasing Cards can be used to pay for hotel stays.

Additional Guidance

In addition to the guidance above, please remember:

- Reimbursement forms must be submitted within 60 days of the date of travel. Approval from the Division of Financial Planning, Operations, and Strategy leadership is required for reimbursement requests that are submitted beyond **60 days**.
- "Out-of-State travel" means travel to destinations outside Maryland and Washington, D.C. For out-of-state travel, please attach the approved out-of-state travel documentation with the expense reimbursement form.
- The employee's actual work start time and finish time for the day in which reimbursement is requested must be indicated on each line of the expense form.
- The timeframe for processing reimbursement forms is **30 days**.
- Additional documentation may be required from GAD for reimbursement.

State Regulations

State travel regulations, as provided by the Department of Budget and Management, will accompany this memorandum. You can access the regulations online at:

- https://dbm.maryland.gov/pages/travelmanagementservices.aspx

If you have questions or concerns, please contact your Division's Core Services Team Planning and Budget Analyst.