CIRCULAR

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY

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EFFECTIVE DATE: 03-17-08	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 08-13-OMB
SUBJECT: TRAVEL REGULATIONS (THESE REVISED REGULATIONS SUPERSEDE ALL PREVIOUS TRAVEL REGULATIONS)		
ATTENTION: DIRECTORS OF ADMINISTRATION AND CHIEF FISCAL OFFICERS		
FOR INFORMATION CONTACT:	STATE AGENCIES - MICHAEL BELL LOCAL SCHOOL DISTRICTS – ROBERT GOERTZ	PHONE: (609) 292-4826 (609) 984-4900

This circular includes substantive changes to 06-02-OMB. Changes include, but are not limited to: restrictions on out-of-state travel, authorized reimbursement for certifications, IT-related travel, agency sponsored events, restrictions on use of travel agents, Governor's Office approval procedures, and no overnight travel or meal allowance if travel is within the State. This circular also includes updated travel forms.

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I. GENERAL

A. PURPOSE

This circular letter communicates the State's regulations regarding travel. It does not address entertainment, which is covered under Circular Letter 06-14-OMB, Entertainment, Meals, and Refreshments.

B. AUTHORITY

1. These travel regulations are promulgated under the authority of N.J.S.A. 52:19-10.
2. These regulations are intended to serve as universal standards, which must be applied to travel transactions throughout State government, including authorities, boards, and commissions. This circular together with any directives or policies issued by the Office of the Governor concerning travel constitute the State's travel regulations.
3. These regulations cover most travel requirements that arise in the normal operation of State government. Should situations arise that are not specifically addressed by these regulations or if exceptions to these regulations are required, the advance approval of the Office of the Governor and/or Director, Office of Management and Budget (OMB), is necessary.
4. In those instances where travel expenses are authorized by statute for other than State employees, but the statute is silent as to amount, these regulations are applicable.
5. Unless per diem or other specific travel expenses for employees are dictated by New Jersey Statutes or the New Jersey Administrative Code, these regulations are applicable.
6. If any condition in a negotiated contract, in any administrative regulation or in any statute is in conflict with these regulations, the provisions of the contract, regulation or statute would prevail.
7. If any directives or policies issued by the Office of the Governor contradict the provisions of this circular letter, the Office of the Governor's directives or policies would prevail.
8. Pursuant to P.L. 2007, c.53, these travel regulations are applicable to local school districts except as otherwise provided in that statute. The Commissioner of Education is authorized, however, to grant waivers for overnight travel for school board members and school district employees to attend in-state conferences pursuant to guidelines issued by the Department of Education.

C. POLICIES AND PROCEDURES

1. Each department must prepare internal departmental travel policies and procedures as they pertain to its particular circumstances, incorporating the regulations contained herein, and including such additional rules as may be required.
2. Procedures must include, but not be limited to the following issues:
   - The Department Head's designation of alternate approval authority
   - Type of documentation required to justify the number of employees attending an event and the benefits to be derived from their attendance
   - Levels of approval required prior to the commencement of travel
   - Compliance with the New Jersey Comprehensive Financial System (NJCFS) Travel Module requirements
   - Agency specific mileage reimbursement
3. There shall be no conflict between these regulations and those promulgated by the department.
4. All travel regulations promulgated by agencies must be in conformance with any directives or policies issued by the Governor's Office concerning travel on State business.

II. RESPONSIBILITIES

A. State Agencies

1. Department Heads are responsible for administering the travel budgets provided to their agencies at the beginning of each fiscal year.
2. Department Heads are responsible for ensuring full compliance with the provisions of these travel regulations and those contained in the Travel Module of the NJCFS.
3. Agencies are responsible for reviewing and approving all travel accounting transactions submitted by State employees for expenses anticipated and/or incurred in the course of travel on official business.
4. Agencies are responsible for the adequacy of documentation of transactions processed by their staff and the retention of that documentation to permit audits of their records by the Office of the State Auditor, OMB, and other auditors.

B. Office of Management and Budget

1. The Director reserves the right to amend these regulations as conditions warrant and may establish differential per diem rates for specific geographic areas.
2. The Director may also waive or grant exception to any provision of these regulations under special, unique or emergency circumstances.

III. TYPES OF TRAVEL

A. Staff Training and Seminars: This category includes all regularly scheduled, formal residential or non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility. Training to maintain a certification that is not required as a condition of employment is not authorized. For example, a CPA will not be reimbursed for attending a training class specifically to obtain CPE credits if that employee is not required to be a CPA for continued State employment.

B. Conventions and Conferences (sponsored by professional associations): This category is distinct from formal staff training and seminars, although some training may take place at such events. These are general programs, held on a regular basis, which address subjects of particular interest to an agency or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to State government operations.

C. Agency Sponsored Events: This category includes conferences, conventions, receptions, or special meetings, where the agency plans, develops, implements, and coordinates the event. The agency is the primary financial backer of the event. Agency employees are actively involved in working at the event. In addition to those employees who are working at the event, other employees may attend as participants.

D. Regular State Business: This category includes all regular official business travel, including attendance at meetings, conferences and any other gatherings that are not covered by the definitions included above. An example involving conferences/conventions would be when an employee is managing a booth or giving a presentation and is not an attendee of the event.

E. Retreats: Retreats are meetings of State employees, held away from the normal work environment, at which organizational problems and procedures are discussed. If available, State facilities are to be utilized. If not, procedures set forth in Circular Letter 06-16-DPP, Delegated

Purchasing Authority, must be followed. All expenditures related to retreats must be paid through the Expenditure Module of the NJCFS. Use of the Travel Module is not required. Travel expenses related to retreats are authorized under the same conditions and under the same limitations as other types of travel related to official State business. These expenditures will be reviewed by OMB on a regular basis.

IV. APPROVAL PROCEDURES

A. All travel in connection with official State business must be approved by the Department Head or authorized agents.

B. IT-related training and travel for the following must be approved by the State's Chief Technology Officer in advance of scheduling training and submitting the travel request to OMB and/or the Governor's Office:

1. Training for infrastructure-related services (i.e., server, storage area, and/or network management).
2. Training for mainstream software products and development tools (i.e., Oracle, Microsoft, Windows, JAVA, .NET, LINUX, Business Objects, Tivoli, WebSphere, and WebFocus).

C. Agencies must determine if Governor's Office approval to travel is required.

1. Governor's Office approval is required if travel is out-of-state, unless the travel meets one of the following exceptions:
   - Federally Mandated Event: Participation in these events is specified in the language of a federal grant and is one of the conditions that the State must satisfy to receive federal funding. The language of the federal grant award must specify the type of event and that the participation is a condition of the award.
   - Federally Funded Event: Frequently, federal granting agencies fund attendance by State employees at conference, training, or other events that relate to the grant program. However, before allowing such travel, the State department or agency must make a written determination that (1) the cost of attending such an event would not be better spent for program purposes, if such an option exists, and (2) any hidden costs to the State such as employee absences to attend the event, State match funding for the federal grant, etc., are minimal.
   - Third-Party Funded Event: Third parties may agree to pay for participation at an event by State employees who will serve as speakers, presenters or panel members. Documentation of this type of payment arrangement should be on the third party organization's letterhead and be retained with the department's or agency's records. Travel of this type of event is permissible only if the third party funds the entire cost of the employee's attendance.
   - Training Required for Certification or Licensing: This type of training is required to achieve certification or licensing of agency staff that is a requirement of continued employment within the agency or department. Examples would include Department of Transportation staff required to perform structural inspections where regulations specify that those inspections must be performed by certified inspectors or Department of Environmental Protection staff whose responsibility it is to evaluate pollution abatement systems and who must be certified or licensed to test those systems.
   - Non-Discretionary Travel: Travel that is required in order to conduct the normal business functions of an agency and its staff is considered non-discretionary. Examples include out-of-state Division of Taxation Auditors who are required to visit sites outside New Jersey to

conduct various tax audits and Material Inspectors working for the Department of Transportation who also are required to conduct their work at locations in other states.

- Homeland Security/Economic Development Event: Travel that is undertaken by a State employee whose duties include homeland security responsibilities and that is directly related to homeland security or travel that is undertaken to feasibly bring economic opportunities to the State. Travel must be in such a situation that the outside entity cannot travel to New Jersey.
- Travel to Obtain Federal Funding: Travel to Washington, D.C. that is directly related to efforts to obtain federal funding for the State.
- Local Same Day Travel: Travel to New York City or Philadelphia metropolitan areas but only if (1) the travel does not include an overnight (hotel) stay, (2) the amount of any reimbursement for gas, tolls, etc. does not exceed $50 per day, and (3) registration fees do not exceed $100 per person.

2. If it is determined that Governor's Office approval is not required, agencies must fax informational copies of the event documentation to the Governor's Office at least 15 business days prior to the event.
3. If it is determined that Governor's Office approval is required, the approval must be obtained at least 15 business days prior to the event date(s) and prior to any other travel document being processed or event code requested from OMB. (See the Governor's Office Approval Procedures, Section V, for more information.)

D. Agencies must request OMB to establish an event code on the NJCFS Event Table (EVNT) by submitting the request form (Attachment D) at least 15 business days prior to the event date(s). Event codes are required for all types of travel except for mileage. The establishment of an event code does not constitute travel approval.

E. If an event has a total cost that exceeds $5,000, regardless of the number of attendees, or more than five individuals from the department are to attend, the approval of the Director, OMB must be obtained and an OMB override must be applied to increase the Event Agency Table (EVAG) to permit the travel authorization to be processed in the NJCFS Travel Module.

F. Documentation requesting increases to the EVAG must be submitted to OMB for approval at least 15 business days prior to departure to allow for the review of the request. Such requests must include the following information:

1. Event code, name and dates of event.
2. A list of employees to attend and their titles.
3. Justification of the importance for these individuals to attend the event.
4. Estimated cost associated with travel. (If lodging is to be shared jointly with others, the fact must be stated on the request.)
5. Copy of agenda or itinerary for travel and subsequent schedule of events.
6. In the case of training to maintain a certification, evidence that such training is required as a condition of employment.
7. Account number and funding source – federal, state, revolving fund, etc.
8. In the case of annual events, total attendance and cost for previous year.
9. Governor's Office approval, if applicable.

G. Occasionally situations arise in which an employee traveling on State business cannot obtain prior approval of the Department Head sufficiently in advance of the departure date.

1. In those instances, justification must be included in the text of the travel authorization transaction entered into the NJCFS.
2. Approval of the Department Head must be obtained in all such cases after the travel event has been concluded.
3. Travel to conferences, conventions and symposiums are not considered to be emergencies and must not be approved after the fact.

H. Lump sum payments for agency-sponsored events must be paid through the Expenditure Module of the NJCFS. Use of the Travel Module is not required. However, travel related to State employee attendance at these events is subject to these travel regulations and must be processed through the NJCFS travel module. If the per-person cost is not easily attainable based on lump-sum payments, the agency should use the fair market value cost charged to non-State participants in order to determine cost per employee for registration, hotel, meals, etc. Simply paying for hotel, meals, catering, etc. as a lump-sum payment does not preclude the agency from having to determine a cost allocable to each State employee who attends.

V. GOVERNOR'S OFFICE APPROVAL PROCEDURES

A. If it is determined that Governor's Office approval is required and does not meet one of the eight exceptions outlined in Section IV, the following documentation must be submitted to the Governor's Office via fax at 609-292-0851 at least 15 business days prior to the event date:

1. Completed Travel Exception form (Attachment C).
2. Copy of agenda or itinerary for travel and subsequent schedule of events.
3. Estimated costs associated with the travel.
4. Justification of the importance for individuals to attend the event.
5. Signature and title of the Department Head or Chief of Staff who approved the travel within the Department and telephone and fax numbers where he/she can be reached.
6. Departmental Ethics Policy form with signature of approval from the Ethics Officer of the Department.

B. The formal decision of the Governor's Office will be entered at the bottom of the Travel Exception form with official signature and faxed back to the agency. If approved, this will serve as authorization for the department to participate in the travel event and to obtain the necessary travel event codes and overrides from OMB. Agencies must adhere to all rejections, limitations, and amendments that are included in the Governor's Office determination.

VI. BLANKET AUTHORIZATIONS

A. Authorizations are sometimes established in the Travel Module of the NJCFS to facilitate an agency's processing of transactions for certain non-traditional travel arrangements. These "blanket travel authorizations" permit an agency to provide the necessary travel arrangements, on what is frequently short notice, without the requirement of entering a series of new travel transactions for each occurrence.

B. Blanket travel authorizations may only be established by agencies with the prior approval of the Director, OMB.

C. The three sets of circumstances for which blanket travel authorizations will be permitted are described below along with instructions as to which event codes and employee numbers must be used on the travel authorization transactions for each type of blanket authorization.

1. Type 1 – Non-State Employee
   A blanket travel authorization may be established for the transport of individuals who are not employees of the State of New Jersey. This type of authorization is intended to help agencies to comply with their mandated responsibilities to transport patients in State institutions or dependent children in the State's custody and is to be used for air/rail costs only. Other expenses that may be incurred by these individuals may not be reimbursed through the Travel Module but must be reimbursed through the use of standard invoices.

   Type 1 blanket authorizations must reference the special event code that agencies request OMB to establish for this purpose. When entering the travel authorization transaction, the agency's identification number must be entered in the employee number field. This number is established on the vendor table for each agency (most agencies use the number 216000928 followed by a two-digit number that identifies the specific agency). The appropriate object code must be used for each category of expense.

2. Type 2 – Group Attendance
   The second type of blanket travel authorization is designed to allow an agency to provide for the attendance of more than five staff at a single event, such as a conference. This type of blanket authorization may be used for registration costs only. By using the blanket authorization, the agency avoids having to enter separate authorizations for each employee attending, eliminates the cost of generating a separate check for each employee and presents the provider with a single check.

   Type 2 blanket authorizations must reference the actual event code that has been established on the EVNT for that conference. As with Type 1 blankets, the agency's identification number must be entered in the employee number field. Object code 3020 "Conferences/Conventions" must be entered on these authorizations.

3. Type 3 – Individual on State Business – All-Year Travel
   The third and final type of blanket travel authorization is intended for employees conducting State business and whose work, by its nature, requires frequent and recurring travel. This may include auditors, bank examiners, inspectors and any other employees who meet these criteria.

   Type 3 blanket authorizations must reference the special event code that agencies request OMB to establish for this purpose. The first two characters of the four-character event code will be AY, indicating that the code is for All-Year travel and will be used throughout the year for this purpose. The individual's employee identification number must be entered in the employee number field. The appropriate object code must be used for each category of expense.

VII. FUNDS FOR TRAVEL

A. Travel Charge Card

1. The State of New Jersey has a contract with a private provider to conduct the State travel charge card program. The program is designed to provide employees traveling on State business with an efficient and easy-to-use travel expense payment system.
2. Use of the State travel charge card must be in conformity with the regulations set forth in Circular Letter 05-10-DPP, State of New Jersey Travel Charge Card Program (Individual).
3. The State travel charge card is to be used for all possible official travel expenses incurred by employees in the conduct of State business, except for the purchase of airline tickets (see below).
4. All employees who have been issued cards must use the card on travel assignments to the maximum extent possible.

5. Use of the card for personal expenses is not allowed.
6. Employees will be reimbursed by the State for all allowable travel expenses that they charge to the travel charge card issued to them.
7. It is the employees' responsibility to pay the charges that appear on their individual travel charge card bill. The liability for those charges is solely that of the individual employee in whose name the card is issued.

B. Travel Advances

1. Agencies are encouraged to minimize the use of cash travel advances and instead authorize the use of the State travel charge card for employee travel expenses. Only in cases of emergency, and then only for employees who have not been issued travel charge cards, will checks be issued for travel advances.
2. The amount of advance an employee is entitled to must be calculated based on the total authorized amounts in the hotel, meals and miscellaneous fields of the travel authorization document.
3. No advance may be issued where authorized expenses total less than $250. For expenses that exceed $250, the Department Head may, at his discretion, authorize advances of up to 75% of such anticipated expenditures.
4. When the required travel involves stays of considerable duration, such advances shall not cover anticipated expenditures for periods in excess of one month.
5. A travel expense settlement must be processed within 30 calendar days of completed travel. Failure to properly account for actual expenses within the 30-day period may foreclose any additional advances as determined by the Director, OMB.
6. All travel advance payments to employees must include details of the calculation of the advance on the Travel Voucher Text Table (TVTX).
7. In the case of employees participating in recurring travel that requires issuance of sequential advances, it may be necessary to add a line to the original travel authorization transaction to issue additional advances.

C. Air and Rail Tickets

1. The purchase of air and non-local rail tickets must be made through the use of the State's airline ticket travel contract with American Express in which each department is assigned a unique account number.
2. Since the ticket purchase is made with an authorized account number, adequate internal controls are required to safeguard that information.
3. Air and Rail tickets must be purchased via the internet using airline websites or online travel services such as Travelocity, Expedia, or Hotwire. The use of travel agents is not permitted.
4. Air and non-local rail tickets may only be charged to the employee's travel charge card in case of emergency, and with the prior approval of the Department Head or his/her authorized agent.
5. Further guidance on air and rail travel is provided in Section VIII.

VIII. TRAVEL METHODS

A. When used in these regulations, the term "transportation" is meant to include all necessary official travel on railroads, airlines, buses, taxicabs, rental cars and other usual means of transportation.

B. The provisions of this section apply to all travel, whether for regular State business or attendance at conventions, conferences, staff training, and seminars.

C. Air Travel

1. Air travel is authorized when it is determined that air transportation is advantageous to the conduct of State business.
2. All agencies, with the exception of the Office of the Governor and the Legislative and Judicial Branches, must obtain airline tickets in accordance with Circular Letter 06-16-DPP, Delegated Purchasing Authority (DPA), and the department's internal policies and procedures.
3. The most economical air travel must be used, including the use of discounted and special rates.
4. In addition, it is recommended that at least the following options be considered when booking tickets:
   - Connecting versus nonstop flights
   - Departing earlier or later compared to the preferred departure time
   - Utilizing alternative airports, i.e. Chicago Illinois Midway Airport versus O'Hare Airport
   - Utilizing alternative cities, i.e. Newark versus Philadelphia
   - Utilizing "low cost" airlines
   - Exploring alternate arrival and/or departure days
5. Any benefits that are earned as a result of State funding (such as future travel or financial vouchers given to individuals by carriers for flight delays) must be relinquished to the State. Employees are prohibited from receiving "Frequent Flyer" benefits accruing from State-funded travel.
6. Charges for classes of service other than economy (i.e., Business or First Class) are to be considered privileged and ineligible except when travel in such classes:
   - Is less expensive than economy
   - Avoids circuitous routings or excessive flight duration
   - Would result in overall transportation cost savings
7. Cost estimates on travel authorization transactions entered into the NJCFS should be realistic in terms of airline tariffs currently in effect. Travelers must adhere to rules governing special fares.
8. Justification may be required by the Department Head when actions by a traveler result in additional expenses incurred by the State.
9. Travel authorizations requiring OMB approval must be processed by the agencies as soon as it has been determined that travel is necessary. Requests requiring OMB approval must be received no later than 15 business days prior to departure. Airline tickets must not be booked until all necessary approvals have been obtained.
10. Justification must accompany requests for airline ticket reimbursement when purchased by employees contrary to this procedure.

D. Rail Travel

1. When it has been determined to be advantageous to the conduct of State business, the most economical scheduling of rail travel is to be utilized, including excursion and government discounts, whenever applicable.
   - When two or more employees are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), rail travel will not be authorized. In those cases, the employees must use a State vehicle or, if a State vehicle is not available, a personally-owned vehicle must be used.
   - When one employee is traveling within the Northeast Corridor, NJ Transit must be used as the rail option. The use of Amtrak will not be authorized unless it is the only means of travel available.
   - The use of high speed rail services, such as Acela, will not be authorized.

2. The purchase of local rail tickets (i.e., travel between cities less than 100 miles apart) must be obtained by the employee utilizing the State travel charge card. If the employee has not been issued a State travel charge card, tickets must be charged to a personal credit card or paid in cash, to be reimbursed at the conclusion of the travel event.
3. All other rail travel, including rail travel in the Northeast Corridor must be processed in the same manner as prescribed for air travel above. These rail tickets may only be charged to the employee's travel charge card in case of emergency, and with the prior approval of the Department Head or his/her authorized agent.

E. Cruises

1. Participation in a conference, meeting or training event that is presented on a cruise ship is prohibited.
2. Travel on a cruise ship as transportation to an event is also prohibited.

F. Ground Travel

1. Necessary taxicab charges are permitted. However, travel to and from airports and downtown areas should be confined to regularly scheduled shuttle service, whenever such service is less costly than taxicab service. If shuttle service between the airport and downtown destination is not available, taxicabs may be used.
2. The rental of a "stretch limousine" is not authorized or reimbursable.
3. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of State business, are neither authorized nor reimbursable. Justification must accompany any request for car rentals. If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted and special rates. An example of the justified use of car rental is when an employee is out of state, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee must not be issued an advance payment for the anticipated expense associated with the rental.

G. Special Conveyances

1. The rental or hire of a boat, aircraft or other special conveyance is allowed only when public or regular means of transportation is not available or when such regular means of transportation cannot be used advantageously in the interest of the State. In such cases, prior approval of the Department Head is required. A satisfactory explanation must accompany these requests for approval.
2. If the hire of a special conveyance requires payment by the traveler of incidental expenses connected therewith, such payments must be made first, if practical, by the person furnishing the accommodation, or his operator, and itemized in the bill.
3. Charges for the hire of a conveyance owned by another State employee or by a member of the traveler's family, or by a member of the family of another State employee are not allowed. Special Conveyance expenses under such conditions may be paid only if:
   - A satisfactory explanation is furnished showing that the conveyance was not so procured because of the personal or official relationship.
   - It was impractical to otherwise procure.
   - The member of the family so furnishing the conveyance was not dependent upon the traveler for support.
   - The cost was not more than would have been incurred if hired from commercial sources.

H. Transportation by Personal Vehicle (Mileage Basis)

1. Use of a State-owned vehicle is to be the first means of ground transportation. Additionally, mileage reimbursement for the use of a personal vehicle is not permitted when a State-owned vehicle is available.
2. If a State-owned vehicle is not available on designated travel days, a personal vehicle may be used for official business.
3. Mileage allowance in lieu of all actual expenses of transportation is allowed for an employee traveling by his own automobile on official business at the rate authorized by the State Appropriations Act, provided such mode of travel is previously approved by the Department Head or an authorized agent.
4. Parking and toll charges are allowed in addition to mileage allowance.
5. Reimbursement for travel to points outside the state by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
6. In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport or station transfers, etc.) should be considered.
7. All employees using privately-owned cars in the performance of their duties for the State of New Jersey must present a State of New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the New Jersey Department of Banking and Insurance and the card must be made available to the Department Head or his authorized agent before authorization is given to employees to use their privately-owned cars.
8. Employees who are out-of-state residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

I. Transportation by State-Owned Vehicle

1. Guidelines for the management, control and regulatory supervision of State-owned vehicles are set forth in Circular Letter 93-04A-DPP, State Vehicular Assignment and Use Policy.
2. State-owned vehicles must be operated in accordance with the regulations and instructions promulgated, as appropriate, by said agencies.
3. Operators of State-owned vehicles are responsible for payment of fines for parking or moving motor vehicle violations while engaged in official State business per Circular Letter 91-30-GSA, State Vehicle Parking Violation Control Policy.

J. Routing of Travel

1. All travel must be by the most direct, economical and usually-traveled route. Travel by other routes is allowed when official necessity is satisfactorily established in advance of such travel.
2. In any case where a person travels by indirect route for personal convenience, the extra expense must be borne by the individual.
3. Reimbursement for expenses must be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually-traveled route.

K. Motor Vehicle Accident Reports

1. The reporting of accidents involving State-owned vehicles must be made in accordance with procedures set forth by the Central Motor Pool, the Bureau of Risk Management and individual agencies and departments.

IX. OFFICIAL STATION

A. An official station is defined as the office or headquarters provided by the State to which the employee is regularly assigned. The official station must be designated by the Department Head. Unless otherwise specified, the geographical limits of an official station are the corporate limits of the municipality where the official station is located.

B. No reimbursement of transportation costs must be allowed between the employee's official station and place of residence. However, when necessary transportation expenses arise within the limits of an official station other than between home and office or place of duty, reimbursement for such expenses must be made as provided.

C. When it is necessary to assign an employee to another office, headquarters or field task, the place to which the employee is assigned must be designated by the Department Head as a temporary official station. Transportation costs to such temporary official stations or work sites shall be reimbursable under one of the following travel assignments:

1. Assignment A. If such assignments are infrequent or irregular, reimbursement shall be on the basis of total travel cost from home to the temporary station, less total normal travel costs from home to the official station. Any State employee who utilizes mass transit facilities by purchasing weekly or monthly commutation tickets or who participates in a car pool as a daily regular mode to commute to work shall not be required to make the usual commutation deduction when the employee's immediate supervisor requests that the employee travel temporarily to another work site or assignment. In each case in which the exception is to be applied, the following certification, signed by the Department Head, must be included on the travel voucher:

   I hereby certify that the claimant normally travels to his regular place of employment by mass transit facilities using a weekly/monthly commutation ticket or by car/van pool and that no reduction of commuting costs results from the claimant's non-use of such facilities on the dates for which full mileage or other reimbursement is claimed.
   Signature _____
   Title _____

2. Assignment B. Where such assignments are on a regular recurring basis and it is inappropriate to designate the employee's home as the official station (see C. below), reimbursement shall be on the basis of total travel cost from home to the temporary station or from the official station to the temporary station, whichever is less.

3. Assignment C. In certain cases, where employees normally work on field assignments but do not have regular or periodic requirements to report to an official agency station, it may be appropriate to designate the employee's home as an alternate official station for all travel except to the primary official station. In such instances, the reimbursement for all travel to field assignments shall be reimbursed on the basis of total travel cost from home, except that travel from home to the primary official station shall not be reimbursable.

D. Agency fiscal and program officers must exercise discretion in authorizing the reimbursement plans described in Assignments B and C above to ensure equity to both the State and the employee.

E. Travel on non-scheduled workdays or holidays to anywhere other than the official station is reimbursable from the employee's home.

F. Meals or lodging within the limits of the official station shall not be allowed, except if provided for elsewhere in these regulations or by statute.

X. SUBSISTENCE ALLOWANCE – OVERNIGHT TRAVEL

A. One-day trips are not eligible for subsistence reimbursement.

B. No overnight travel is permitted if travel is within the State.

C. The following restrictions apply to allowable per diem reimbursements:

1. For all official business travel, allowable per diem reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as established in the Federal Register for the current year. If an employee's destination is somewhere other than the locations listed in the Federal Register, then the maximum per diem allowance is $31 for meal/incidental expenses and $60 for lodging.
2. The federal per diem rate schedule provides a listing of all domestic and international locations along with the amounts allowed to be expended per day for the major categories of lodging and meals/incidentals at each location. The State of New Jersey adheres to those standards in reimbursing employees for travel expenses. The federal per diem rates are published on the federal Internet web site, http://www.gsa.gov. This site is updated by the federal government each year; in addition, periodic individual updates are posted throughout the year. State agencies should select the most recent listing of rates listed on the appropriate web page.
3. Departments shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of State business. Agencies must search http://www.fedrooms.com (and select the State Employees option) for a hotel with government rates at or below per diem rates.
4. Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts. Receipts must be submitted when per diem reimbursement for meals exceeds the federal per diem allowance.
5. Allowable reimbursements for meals for a partial period in excess of groups of 24-hour periods, including tip and sales taxes, shall be computed using the following schedule (schedules for amounts over $64 can be found at http://www.gsa.gov):

	$39	$44	$49	$54	$59	$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals (non-meal tips)	3	3	3	3	3	3

6. In any cases in which the total per diem reimbursement is greater than the federal per diem rates, the costs will be considered to be excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee.
7. Reimbursement is approved for the full cost of an official convention meal that the employee attends, when such meal is scheduled as an integral part of the convention or conference proceedings. If a meal or meals are included in the registration fee, the allowance for said meal or meals is not eligible for reimbursement.
8. Under ordinary circumstances, no subsistence expenses are allowed at an employee's official station or residence or within a radius of ten miles from such station.

9. No reimbursement is made for meals served as part of transportation accommodations when the cost is included in the transportation charge.

D. Actual subsistence expenses are not reimbursable if paid by the traveler to a member of his family, to another State employee or to a member of the family of another State employee.

1. Subsistence expenses under such conditions may be paid only if a satisfactory explanation is furnished, showing that the expense was not incurred because of such personal or official relationship, that it was impracticable to obtain subsistence otherwise and that the member of the family furnishing the subsistence was not dependent upon the employee for support.
2. The material facts must be reported on the travel voucher.

E. Where, for traveler's personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the subsistence allowed must not exceed that which is incurred on non-interrupted travel by the most economical usually-traveled route.

F. The time of arrival at and departure from a place is considered as the hour at which the train, airplane, boat, bus or other conveyance used by the traveler actually leaves or arrives at its regular terminal. All requests to incur reimbursable expenses involving per diem allowances must state the time of departure from and return to official station. This information must also be furnished on the travel voucher and the travel authorization transaction.

G. If duty at a particular place within the traveler's itinerary is prolonged beyond 30 days, his travel voucher must state the approximate period covered by his duty assignment at such place or the approximate date of return to official headquarters, or both, as well as any other pertinent facts that show that this duty is temporary.

H. If the nature and location of the work where the employee is temporarily stationed are such that meals and lodging cannot be procured there, the daily travel required to procure meals and lodging at the nearest available place is considered as necessary transportation expense. A full statement of the necessity for such daily travel must accompany the travel voucher.

XI. MEAL ALLOWANCE – SPECIAL CONDITIONS

A. No allowance for meals is permitted for in-State travel.

B. When an employee is authorized or assigned hours of work beyond the normal work day and performs at least three such additional consecutive hours of work that are not otherwise compensated for at premium rates on either a cash or compensatory time basis, then such employees may be provided the meal reimbursement appropriate for the circumstances from the schedule below. The three hours of eligibility must not include the time utilized for a meal break or for travel associated with the meal break.

C. When either of two meals can be construed as appropriate, reimbursement shall be made for the less costly meal.

D. Reimbursement for lunch is not authorized except:

1. When such meal is normally provided at the official station as part of the regular salary.
2. When it is a part of the working arrangements of the particular employment. Such allowance is to be approved by the Director, OMB before implementation.

3. For the Department of Banking and Insurance, reimbursement in the amount of $3.50 per day for noon-day lunch is authorized for financial examiners and market examiners engaged in field examination work at the field examination site.
4. When an employee is required to work overtime (see B. above).
5. Lunch for training sessions and retreats is authorized only when it is necessary that employees remain at the site (which is not the employees' official workstation). Refreshments for breaks may also be provided.

E. Breakfast is allowed when an employee, whose regular workday begins between the hours of 6:00 a.m. and 9:00 a.m., starts work two or more hours before the normal starting time and performs a total of at least three hours of overtime not compensated at premium rates in that day.

F. Midnight breakfast is allowed:

1. When an employee, whose normal shift is 4:00 p.m. to 12:00 a.m. works until 3:00 a.m.
2. When an employee, who does not receive premium overtime wages, works three or more consecutive overtime hours and midnight breakfast can be construed as the appropriate meal.

G. Overtime Work on Saturdays, Sundays or Holidays – Breakfast, lunch and dinner allowance is authorized if an employee, whose normal work week is Monday through Friday, works on a Saturday, Sunday or holiday and is not compensated at premium rates on either a cash or compensatory time basis.

1. A minimum of 13 consecutive hours would be required to be reimbursed for the three meals. For example, an employee whose normal work hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, works 7:00 a.m. (2 hours prior to the normal 9:00 start time) to 8:00 p.m. (3 hours beyond the 5:00 p.m. quitting time) on a Saturday, Sunday or holiday, is entitled to breakfast ($5), lunch ($7) and dinner ($10).
2. An employee who works 9:00 a.m. to 5:00 p.m. on a Saturday, Sunday or holiday would only be entitled to the meal allowance for lunch ($7).

H. Official Luncheon or Dinner – Reimbursement is approved for the cost of an official luncheon or dinner that an employee is authorized by the Department Head or an authorized agent to attend, where such a meal is scheduled as an integral part of an official proceeding or program related to State business and the employee's responsibilities.

I. Special Luncheons or Dinners – Luncheons and dinners for dignitaries shall be dealt with in accordance with Circular Letter 06-14-OMB, Entertainment, Meals, and Refreshments.

J. The following meal rates apply where authorized by this section:

Breakfast	$ 5
Lunch	$ 7
Dinner	$10
Midnight Breakfast	$ 5

XII. ALLOWABLE EXPENSES

A. Allowable travel expenses are defined as those that are essential to transacting the official business of the State.

B. Reimbursement for non-meal related tips are permitted in accordance with the per diem rate schedule for incidentals. Reasonable tips for meals are included in the per diem meal allowance.

C. Charges for telephone calls on official business are allowed. The travel voucher must show the dates on which such calls were made, the points between which each call was made and the cost per call.

1. Employees using their home telephone for State business may request reimbursement, less Federal Communications Tax.
2. Calls for State business are tax exempt and the telephone company will make allowances for the tax if the employee certifies to the telephone company when paying home telephone bills that said calls were State business calls.

D. Miscellaneous expenses not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, are allowed only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved by the Department Head or his authorized agent.

1. Whenever possible, charges for miscellaneous services must be paid by the traveler utilizing the State travel charge card.
2. Where cash payment is demanded for such services, reimbursement for the charges actually paid is allowed.
3. Travel vouchers must be supported by receipts showing the quantity and unit price and must include a statement that cash payment was demanded.

E. When an officer or employee who is absent from his official station on leave of absence, either with or without pay, is ordered by the Governor or Department Head to return to an official station for temporary duty and later returns to the place where such order was received, a claim for reimbursement may be submitted for the travel expenses involved in reporting to the place of duty and returning to the point from which the employee was called.

F. The following expenses are not allowable:

1. Charges for alcoholic beverages.
2. Charges for laundry, valet service, entertainment.
3. Reverse telephone charges or third party calls.
4. Charges for telephone calls applying for or inquiring about leaves of absence or extensions thereof, inquiring as to payment of salary or expense vouchers, or calls concerning any matter of a purely personal nature.
5. Recall of an employee to duty during a period of leave of absence shall be avoided, except in cases of extreme emergency.

XIII. PROSPECTIVE EMPLOYEES

A. Reimbursable travel expenses of prospective employees shall require prior approval of the Director, OMB.

B. Only prospective professional and technically skilled employees who possess urgently required skills that cannot be found locally after a reasonable search and who are invited for State job interviews are eligible for reimbursement of travel expenses as outlined in this section. The positions that warrant such a search are limited to those at the cabinet level and, in rare cases, technical positions that are of such a unique nature as to warrant recruitment on a national level.

C. Travel expenses for prospective employees are authorized under the same conditions and under the same limitations as other individuals authorized to travel in the conduct of official State business. A prospective employee traveling from home to point of interview and return is eligible for reimbursement of 60% of actual expenses. Actual expenses are subject to limitation as specified in other sections of the regulations. Interviewees must submit an invoice with receipts attached that substantiate the expenditures for which reimbursement is requested.

D. Travel expenses within the State are not reimbursable.

E. Agencies must process invoices for these expenses through the Expenditure Module of the NJCFS. Travel Module transactions are to be used only for reimbursement of State employees.

F. Reimbursement for moving or other relocation expenses for employees is not authorized unless it is in accordance with Administrative Code 4A:4-7.3, Relocation Expenses. All requests for relocation expenses under A.C. 4A:4-7.3, require approval of the Director, OMB since the Appropriations Act does not provide funds for A.C. 4A:4-7.3.

XIV. RECORDS AND SUPPORTING DOCUMENTS

A. All persons authorized to travel on business for the State must keep a memorandum of expenditures chargeable to the State, noting each item at the time the expense is incurred, together with the date it is incurred. Information thus accumulated will be available for the proper preparation of travel reimbursement requests.

B. The travel voucher must be completed by the employee to document the details of the travel event. The travel voucher must be signed by the employee to certify to the validity of the charges for which reimbursement is sought. The form must also bear the signatures of agency officials responsible to approve the form for processing.

1. Sufficient documentation must be maintained at the department to support payment and approval of travel voucher.
2. Documentation for requests for travel reimbursement must show:
   - The dates and individual points of travel, number of miles traveled between such points and kind of conveyance used.
   - If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance must be stated.
   - The hours of the normal work day and actual hours worked must be shown when requesting meal reimbursement for non-overnight travel.
3. Original receipts are required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters.
4. Receipts for cash outlays, as well as for amounts charged to the travel charge card, must be attached to all requests for reimbursement.
5. Personal charges appearing on a hotel bill must be deducted and the deduction shown on the bill.
6. When lodging is shared jointly with others, the fact must be stated on the travel voucher.
7. Where travel is not by the most economical, usually-traveled route, the employee reimbursement request must set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival and an explanation for the use of costlier travel arrangements.
8. When travel is authorized in the employee's own automobile on a mileage basis, the points between which travel was made and the distance traveled between each place must be shown.

A statement as to the ownership of the automobile or other conveyance used, as well as a certification that liability insurance is in effect, must be documented.

9. Reimbursement requests must be supported by other receipts as the Department Head may require.

C. Unless otherwise approved, reimbursement requests must be rendered monthly. Travel for a single travel event must be reported as soon as possible after the completion of the trip. Prompt filing of reimbursement requests will ensure timely repayment to the employee, thus enabling the employee to pay all charges to the State travel charge card when that billing is received.

D. If the total of the monthly expenses does not exceed $25, it shall be carried over to the following month, unless the employee does not expect to incur travel expenses in the following month, has been on or is about to take a leave of absence, or whose employment has been or is about to be terminated. At the close of the fiscal year, however, even though the amount is less than $25, a travel voucher must be submitted, since expenses cannot be carried forward into the next fiscal year.

E. Travel reimbursement requests, which are not submitted in a sufficiently timely manner as to be processed by the close of the fiscal year shall not be payable under the "prior year liability" language contained in the annual Appropriations Act.

F. Persons not considered regular State employees, such as board members, prospective employees and outside vendors, must make claims for reimbursement of travel expenses on a regular invoice. Similarly, employees must make claims for reimbursement of travel expenses related to retreats on a regular invoice.

G. State employees will not be reimbursed for payments made to other State employees for travel or subsistence except in case of necessity, which must be satisfactorily explained.

H. A copy of the travel voucher is attached; agencies may develop their own version of the form as long as all of the pertinent data fields are included.

Charlene M Holzbaur

Charlene M. Holzbaur
Director