



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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*Governor*  
*Commander-in-Chief*

☆☆  
GLENN K. RIETH  
*Major General*  
*The Adjutant General*

**DEPARTMENTAL DIRECTIVE**  
**NO. 150**

**1 February 2007**

**STATE TRAVEL PROCEDURES**

1. **PURPOSE:** This directive provides the guidance and procedures required to accomplish official travel for the New Jersey Department of Military & Veterans Affairs (NJDMAVA). This directive is a supplement to the State of New Jersey Circular Letters and NJDMAVA Internal Travel Procedures.

2. **APPLICABILITY:** Applies to all employees of the department who are authorized to travel at the State of New Jersey's expense.

3. **REFERENCES:** The following references are pertinent:

- a. Treasury Circular Letter 06-02-OMB Travel Regulations
- b. Treasury Circular Letter 06-06-DPP Direct Purchase Authority
- c. Treasury Circular Letter 06-14-OMB Entertainment, Meals, and Refreshments
- d. Treasury Circular Letter 91-30-OMB State Vehicle Parking Violation Control
- e. DMAVA Directive 451 Surface Transportation
- f. <http://www.state.nj.us/military/publications/forms.html> (*All Travel Forms are found at this site*)
- g. <http://GSA.GOV>.

4. **DEFINITIONS:**

a. Employee - Any officer or person assigned or employed by this department or other individual authorized to travel on official business of the State of New Jersey for this department.

b. Official Travel - Travel conducted in support of the official business of the State or department as defined by State of New Jersey Travel Regulations.

c. FD – Fiscal Division, located on Eggert Crossing Rd, Lawrenceville, NJ; Mailing Address: PO Box 340, Trenton, NJ 08625-0340 FAX – (609) 530-7193

5. **OBJECTIVES:** This directive defines the policies and procedures for approval and reimbursement for travel expenses incurred in the conduct of official state business for the Department of Military & Veterans Affairs.

***\*This Directive supersedes Department Directive 150 dated 1 Sep 04.***

**6. RESPONSIBILITIES:**

- These procedures cover most travel requirements that arise in the normal operation of state government and this department. Any additional clarification or interpretation of what constitutes an acceptable travel expense is the responsibility of the FD-Accounting Bureau (AB). All employees are to become familiar with these state travel regulations prior to the expenditure of funds for official travel. Employees on official state business are expected to exercise the same care incurring expenses as if traveling on personal business at their own expense. Excessive and unnecessary travel expenses will not be approved or reimbursed.
- The Deputy Commissioner for Veterans Affairs (DCVA) will be the approval authority for all travel. FD-AB has the responsibility to process all approved travel related to DMAVA Central Offices, Veterans Memorial Homes, Veterans' Haven, Veterans' Services Offices, BG Doyle Cemetery and any DMAVA satellite office. Each Veterans Memorial Home CEO and Business Manager is responsible for ensuring that their staff travel is approved by the DCVA and processed in accordance with (IAW) these procedures.
- The approval of the Director of the Office of Management and Budget (OMB), NJ Treasury is required when an event has a total cost that exceeds \$5,000 regardless of the number of attendees OR more than five (5) individuals from the department are to attend.
- Governor Corzine will continue the moratorium on out-of state travel enacted by Governor Codey. The moratorium also applies to in-state travel including an overnight (hotel) stay. DCVA may seek approval from the Chief of Management and Operations, Office of the Governor, for travel otherwise covered by the moratorium. The DMAVA Form 150.2 Request for Travel Exception is to be completed and submitted with the travel request package to the DCVA.

**7. PROCEDURES FOR TRAVEL - ATTENDANCE AT OUTSIDE EVENTS FORM 010.1-3 and TRAVEL AUTHORIZATION FORM 150:**

a. Request for Attendance at Outside Events, NJDMAVA form 010.1-3 is submitted to the DMAVA Ethics Officer for pre-approval of attendance. The approved document must accompany the Travel Request Authorization Form submission to the DCVA.

b. Request for Travel Authorization Form, NJDMAVA Form No. 150 will be prepared when travel expenses are anticipated to exceed \$100; when overnight lodging for out-of-state travel is involved; tickets for commercial transportation are required; or in state overnight lodging is required and is within federal per diem. The employee's immediate supervisor/director will approve the Form No. 150 and forward it to the appropriate Account Manager for funding identification. When overnight lodging exceeds the federal per diem rate, the employee will attach a memorandum justifying the circumstances requiring them to stay in that particular facility. The DCVA must approve requests that exceed federal per diem rate before commencement of travel.

c. Request for Travel Exception, NJDMAVA Form No. 150.2 is to be completed with appropriate justification and submitted with the travel request when one or more of the following conditions or circumstances exists:

**1. Federally mandated events** - Federally mandated events consist primarily of training; however, they may also include participation in conferences and workshops. ***The federal grant award must specify the type of event and that participation is a condition of the award.***

**2. Federally funded events** – Federal granting agencies fund attendance by State employees at conferences, training or other events that relate to the grant program. Allowing such travel, DMAVA must make a written determination (1) cost of attending would not be better spent for program purposes, if an option exists and (2) hidden costs to the State such as employee absences to attend the event, the State match funding for the federal grant, etc.,

**3. Third-party funded events** – Documentation of this type of payment arrangement should be on third party organization letterhead and be retained with the DMAVA records.

**4. Training required for certification or licensing** – Training is required to achieve certification or licensing of agency staff that is necessary to accomplish the mission of the agency. An example is that DMAVA staff will be required to perform structural inspections for which regulations specify that inspections must be performed by certified inspectors.

**5. Non-discretionary Out-of-State travel** – Out-of-State travel that is required in order for conduct of the normal business functions of the DMAVA and its staff is considered non-discretionary.

**6. Homeland Security/Economic Development** – Travel by a DMAVA Employee whose duties include homeland security responsibilities and that is directly related to homeland security. Travel by a DMAVA Employee whose duties require such travel to feasibly bring economic opportunities to the State.

**7. Travel to obtain federal funding** – Travel to Washington, D.C. that is directly related to efforts to obtain federal funding for the DMAVA or State.

**8. Local same-day travel** - Travel to and from cities in same day (1) travel does not include overnight (hotel) stay, and any reimbursement for gas, tolls, etc., does not exceed \$50.

d. Employees will submit travel requests thirty workdays (30) prior to travel. All travel requests will be approved by the DCVA prior to submission to FD-AB. Submissions will include Request for Travel Form with an agenda of travel and an approved Request for Attendance at Outside Events. There must be sufficient funding available in the correct appropriation. FD-AB will be responsible for processing requests through the Department of Treasury.

e. EMERGENCY SHORT NOTICE TRAVEL, e.g. travel which must occur in less than fifteen (15) working days, is to be approved by the DCVA. **Under no circumstances is travel to occur until DCVA approval is given.** DCVA will provide a verbal approval to FD Director. FD Director will request OMB approvals and actions in advance of documentation. The DCVA approval will be followed up immediately with the Request for Travel Authorization Form, Request for Attendance at Outside Events Form and a memorandum of justification for the travel and short notice.

8. **TRAVEL AUTHORIZATION:** Travel will be divided into one of the following types:

a. “Regular State Business” includes all regular official business travel usually attendance at meetings and other gatherings not covered by the definitions included below.

b. “Conventions & Conferences” are distinct from formal staff training, although some training may take place. These are professional organization-sponsored programs addressing subjects of interest to an agency.

c. “Staff Training & Seminars” include all regularly scheduled formal residential or non-residential training functions related to an employee’s field of work. The Department of Personnel (DOP), Human Resource Development Institute (HRDI) requires an HRDI form for all staff training. HRDI will decide whether the State will provide the training or authorize the employee to use an outside vendor. (See DMAVA Human Resources Division for more details.) **Account Managers will approve the expenditure of funds for training on the HRDI form before submission to the Department’s HRD offices.**

d. “Retreats” are meetings of State Employees, held away from the normal workplace/environment, at which organizational problems and procedures are discussed. State owned facilities are to be utilized. Other rental of facilities must follow procedures set forth in Treasury Circular Letter 06-06-DPP, Direct Purchase Authority. Rental expense is processed as an Agency Purchase Order not as a travel expense.

9. **FUNDS FOR TRAVELING EXPENSE:**

Employees will not be authorized travel advances for anticipated travel expenses. Employees traveling on official business will provide themselves with sufficient funds of their own for all anticipated expenses. **Petty Cash or other special funds cannot support travel advances or reimbursement for travel expenses.**

10. **ALLOWABLE EXPENSES:**

a. Reimbursable travel expenses are those, which are essential to transacting the official business of this department. Only actual and necessary expenses incidental to the usual comforts of a traveler in the performance of such duties will be reimbursed. The State will not reimburse personal charges such as, expenses for laundry, valet service, alcoholic beverages, and entertainment, as well as other of a similar nature.

b. Travel may include reimbursement for tips; gratuities and similar fees (other than meals) provided the amounts paid are within normally acknowledged standards.

c. An approved allowance for travel and subsistence authorizes reimbursement for sales tax.

d. Taxicabs: The State permits necessary charges. The employee must explain taxicab charges on the travel voucher. Employees will confine travel to and from airports and downtown areas to regularly scheduled shuttle service whenever such services are less costly. If these are not available, taxicabs may be used. Employees will cite necessity to use taxicabs on travel voucher.

e. The State authorizes car rental ONLY if the rental is necessary for the conduct of state business and the employee justifies this on the Car Rental Request Form, DMAVA Form 150.1. If the Department approves a rental car, then the employee must schedule the most economical mode of transportation to include the use of subcompacts. The State provides no advance for car rentals.

f. Lodging and Subsistence: See Section 12. SUBSISTENCE ALLOWANCE.

#### **11. AIRLINES AND LONG DISTANCE RAIL TRAVEL:**

FD-AB has established internal procedures for procurement of Air/Rail tickets. Each Veterans Home Business Office will adhere to the procedures. Air travel is authorized when it is determined that air transportation is advantageous to the conduct of State business. All agencies, with the exception of the Office of the Governor and the Legislative and Judicial Branches, must obtain airfare in accordance with Circular Letter No. 06-06-DPP, Direct Purchase Authorization issued by the Division of Purchase and Property and FD-AB's internal policies and procedures. FD will purchase all airline tickets for DMAVA employees.

Any benefits that are earned because of State funding (such as future travel or financial vouchers given to individuals by carriers because of flight delays) must be relinquished to the State. The State prohibits employees from receiving "Frequent Flyer" benefits accruing from State-funded travel. The State considers charges for classes of service other than economy (i.e., Business or First Class) as privileged and ineligible except when travel in such classes is less expensive than economy; avoids circuitous routings or excessive flight duration; or would result in overall transportation cost savings.

RAIL TRAVEL: The employee will purchase local rail tickets (i.e. travel between cities less than 100 miles apart) and those for rail travel in the Northeast Corridor (between Boston-New York City-Washington DC). All other rail travel will be processed in the same manner as prescribed for Air Travel. All rail travel requests will be approved in accordance with the travel procedures of this directive.

**12. SUBSISTENCE ALLOWANCE - TRAVEL INVOLVING OVERNIGHT LODGING**

a. Trips that do not involve overnight lodging are not eligible for reimbursement.

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

1. For all official business travel, allowable per diem reimbursement for housing 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 for meals and incidental expenses is \$31 and the maximum per diem allowance for total expenses is \$85. Breakfast will not be reimbursed on the beginning travel day. Dinner will not be reimbursed on the ending travel day.

2. Lodging expenses may exceed the Federal Per Diem Rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of Federal Per Diem Rates. The Federal Per Diem Rates are published on the federal Internet web site. The federal government each year updates the site; 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 pages. The federal web site that lists domestic Federal Per Diem Rate Schedules is: <http://www.GSA.GOV>.

3. Receipts are required for hotel expenses. Meal expenses under the Federal Per Diem allowance limits do not require receipts.

4. The Federal Per Diem Rates schedule provides a listing of all states and major cities, along with major categories of lodging and meals/incidentals expenses per day. The State of New Jersey adheres to those standards in reimbursing employees for travel expenses. Allowable reimbursements for meals for a partial period in excess of groups of 24-hour periods, including tip and sales taxes, will be computed using the following schedule, which is based upon the current Federal Per Diem rates:

Item	1st Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> period	4 <sup>th</sup> Period	5th Period	6 <sup>th</sup> period
Breakfast	<b>\$6.00</b>	<b>\$7.00</b>	<b>\$8.00</b>	<b>\$ 9.00</b>	<b>\$ 9.00</b>	<b>\$10.00</b>
Lunch	<b>\$6.00</b>	<b>\$7.00</b>	<b>\$8.00</b>	<b>\$9.00</b>	<b>\$11.00</b>	<b>\$12.00</b>
Dinner	<b>\$16.00</b>	<b>\$18.00</b>	<b>\$20.00</b>	<b>\$22.00</b>	<b>\$24.00</b>	<b>\$26.00</b>
Incidentals (non-meal tips)	<b>\$3.00</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>\$3.00</b>	<b>\$3.00</b>
Totals	<b>\$31.00</b>	<b>\$35.00</b>	<b>\$39.00</b>	<b>\$43.00</b>	<b>\$47.00</b>	<b>\$51.00</b>

c. Employees will 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.

d. When the employee attends a convention or conference, the State will reimburse the employee the full cost of the official convention meal when such meal is an integral part of the convention or conference proceedings. If a meal or meals are included in the registration fee, the employee will deduct the allowance for said meal or meals from the per diem subsistence allowance.

e. Personal charges appearing on a hotel bill will be deducted and the deduction shown on the bill.

f. Charges for alcoholic beverages are not reimbursable.

g. Under ordinary circumstances, an employee at his/her official station, residence or within a radius of ten miles from such station or residence will not receive subsistence expenses.

h. Employees may not receive a reimbursement for meals served as part of transportation accommodations when the cost is included in the transportation charge.

**13. MEAL ALLOWANCE - SPECIAL CONDITIONS AND TRAVEL NOT INVOLVING OVERNIGHT LODGING**

a. Allowance – Employees are authorized allowances for meals, including tip and sales taxes, if required. The following rates of reimbursement set by the NJ Department of Treasury, Office of Management and Budget (OMB) will be used:

Breakfast	\$ 5.00
Lunch	\$ 7.00
Dinner	\$10.00
Midnight Breakfast	\$ 5.00

b. When DMAVA authorizes or assigns employees hours of work beyond the normal work day and they perform at least three (3) such additional consecutive hours of work, which are otherwise not compensated for at premium rates on either a cash or compensatory time basis, then DMAVA will provide employees the meal reimbursement appropriate for the circumstances from the schedule above. When DMAVA construes either of two (2) meals as appropriate, DMAVA will reimburse for the least costly meal. The three (3) hours of eligibility will not include the time utilized for a meal break or for travel associated with the meal break. The hours of the normal work day and actual hours worked must be shown on the Travel Expense report filed by the employee when requesting meal reimbursement.

c. Lunch -- Reimbursement for lunch is not authorized except:

- When the regular salary provides for such meal at the official station.
- When it is a part of the working arrangements of the particular employment. The Director of OMB must approve such allowance before implementation.
- When an employee is required to work overtime (see B. above).

d. Breakfast – DMAVA will compensate for breakfast when an employee whose regular workday begins between the hours of 6:00 a.m. and 9:00 a.m. starts work two (2) or more hours before the normal starting time and performs a total of at least three (3) hours of overtime not compensated for at premium rates in that day.

e. Midnight Breakfast -- Midnight breakfast is allowed:

- When an employee, whose normal shift is 4:00 p.m. to 12 midnight, works until 3:00 a.m.
- When an employee, who does not receive premium overtime wages, works three (3) or more consecutive overtime hours and DMAVA can construe midnight breakfast as the appropriate meal.
- Overtime Work on Saturdays, Sundays or Holidays -- Breakfast, lunch and dinner allowances are authorized if an employee, whose normal work week is Monday through Friday, works on a Saturday or Sunday or holiday and is not compensated at premium rates on either a cash or compensatory time basis.

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 (\$5.00), lunch (\$7.00) and dinner (\$10.00). A minimum of 13 consecutive hours would be required to be reimbursed for the three meals. 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 (\$7.00).

f. Official Luncheon or Dinner -- Reimbursement is approved for the cost of an official luncheon or dinner which an employee is authorized by The Adjutant General or DCVA 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.

g. Special Luncheons, Receptions or Dinners – Luncheons, Receptions and dinners for non-State officials and visiting dignitaries will be dealt with in accordance with Circular Letter No.06-14-OMB "Entertainment, Meals, and Refreshments".

#### 14. **TRAVEL BY PERSONALLY OWNED VEHICLE (Mileage Basis):**

a. Reimbursement for use of personally owned vehicles on a mileage basis will not be permitted when a state-owned vehicle is available.

b. Employees will coordinate with IASD-ASB-RALV or the facility vehicle manager to request use of a state vehicle prior to using their personal vehicle for State business.

c. Approval of reimbursement will be by the Program Manager and/or Chief Financial Officer with submission of a certificate of non-availability from IASD-ASB-RALV or facility vehicle manager.



d. Mileage authorized for official travel performed by an employee utilizing his/her own automobile on official business is at the rate authorized by law. No reimbursement is made for mileage between the employee's residence and office or place of duty. Mileage reimbursement currently is \$0.31 per mile.

e. Parking and toll charges are reimbursable with submission of receipts in addition to mileage allowance.

f. DMAVA will permit reimbursement for travel to points outside the state by car when such arrangements were pre-approved and are more efficient and economical. Pre-approval documentation must be submitted with the reimbursement request.

g. All employees using privately owned cars in the performance of their duties for the State of New Jersey will present a valid New Jersey State Insurance Identification Card issued by the employee's insurance carrier, indicating that insurance coverage is in full force and effect with companies approved by the New Jersey Department of Insurance. The employee will make the identification card available before DMAVA authorizes employees to use their privately owned cars. Employees who reside outside of New Jersey must provide appropriate insurance identification in lieu of the New Jersey State Insurance Identification Card.

h. Request for reimbursement will be submitted on the Travel Expense Invoice, AR54-2. When the use of an employee's vehicle is approved, mileage reimbursements must be submitted by the end of the month during which the vehicle was utilized. The reimbursement rate currently is \$0.31 per mile.

15. **TRAVEL BY STATE-OWNED VEHICLE:**

a. Only permanent State Employees possessing valid driver's licenses will operate State-owned vehicles. Only the driver and passengers on official state business are permitted in the vehicle. Members of the NJ Army and Air National Guard are not authorized to drive state vehicles UNLESS they are in State Active Duty Status per Departmental Directive No. 451.

b. If an accident occurs during normal working hours, the employee will make a telephone report to the employee's supervisor as quickly as conditions permit. If an accident occurs at other than normal working hours, weekends, or holidays, and/or involves considerable property damage, personal injury, death, or the requirement for a bail bond, a telephone report will be made as quickly as conditions permit or the next work day to the employee's supervisor. Further instructions are found in DMAVA Directive 451 Surface Transportation.

c. 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, State Vehicle Parking Violation Control Policy.

d. Gasoline and oil are to be obtained from State GSA approved locations. Employees may purchase fuel through use of state authorized credit card at commercial gas stations only when state GSA locations are closed or unavailable.

**16. TRAVEL EXPENSE INVOICE (AR 54-2)**

a. State Employees will use the Travel Expense Invoice AR 54-2 to make claims for reimbursement of travel expenses. The form will be itemized and stated in accordance with these regulations. Persons not considered regular state employees, such as board members, will make claims for reimbursement of travel expenses on a Payment Voucher (PV).

b. Original receipts are required except for per diem meal allowance.

c. Employees will submit the Travel Expense Invoice (TV) within four (4) working days after travel to FD-AB or the respective business office with their supervisor's approval.

d. Travel expense vouchers that include mileage will be submitted at least monthly. The employee may carry over to the next month the total of the monthly expense if it does not exceed \$10. But will not exceed 3 months time for the total submission. FD-AB has the right to return vouchers not submitted within these parameters.

e. FD-AB will not reimburse travel expenses when the employee fails to submit them in the appropriate fiscal year of the expense. All current fiscal year-end travel expense vouchers must be submitted by June 30 to FD-AB or Business Office. "Out of Fiscal Year" documents will be considered on a case-by-case basis and may result in no reimbursement.

f. Employees will fill out the Travel Expense Invoice legibly. Place name and address in designated block. Use no titles or military ranks. Place Social Security Number in designated block. The employee will place each date on a separate line in "DATE" column and accurate readable information in the "ITEMS" column. If leaving from or going to your home, you must deduct your normal one-way commute as indicated on bottom of form. If using your own car, you must indicate insurance coverage in "Employee Certification". Employee and supervisor must sign the form in the appropriate blocks.

g. If the employee knows the account number or TE/TH numbers, indicate them on the form.

h. Employees must submit routine travel reimbursements (mileage, tolls) separate from travel associated with conferences, training, conventions, etc.

i. Non-routine trip travel will be submitted on a separate Travel Voucher. Employees will provide detailed descriptions of itemized costs in "Items" column.

<p>Employees can direct all questions regarding the information in the State Travel Procedures to the Fiscal Division, ATTN: Accounting Bureau (FD-AB), New Jersey Department of Military &amp; Veterans Affairs, PO Box 340, Trenton, NJ 08625-0340, Telephone (609) 530- 6909.</p>
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OFFICIAL:

A handwritten signature in black ink that reads "David S. Sneider". The signature is written in a cursive style with a long horizontal flourish at the end.

DAVID S. SNEDEKER  
Chief Information Officer  
Acting Director, Installations and  
Administrative Services Division

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

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