

## TRAVEL(INSTATE AND OUT OF STATE) RULES AND REGULATIONS

These rules and regulations apply to all full-time and part-time employees.

Funds will be issued only for the below listed expenditures, when all other conditions are met:

1. Use of privately owned vehicle
2. Fares paid to common carrier (bus, train, airline, travel agency, etc.)
3. Meals
4. Hotel accommodations

Funds will **not** be approved, under any circumstances, for the following:

1. No prior approval. In the case of out of state travel, by the Superintendent of Schools. In the case of instate travel, appropriate department head.
2. Alcoholic beverages
3. Tobacco products
4. Laundry and dry cleaning
5. Personal care services (hair, shoes, nails, etc.)
6. Entertainment
7. Newspapers, magazines
8. Toiletries
9. Clothes
10. Exempt taxes
11. Gratuities
12. Parking/garage fees within the City of Worcester
13. Mileage between an employee's home and assigned place of employment.
14. Any expenditure for fine or forfeiture.
15. Hotel accommodations, of any kind, where the hotel is located within a radius of 150 miles of Worcester City Hall, except for meetings of two or more days' duration.

Travel expenses can only be approved if the following conditions are met:

### INSTATE TRAVEL

1. **Travel inside the Commonwealth** must be approved, in writing, by the department head on the forms (summary and mileage) provided by the Office of Finance and Operations.
  - These signed forms must be completed online, printed and sent for approval to the department head monthly. In order to pay reimbursements in a timely manner, these forms should be signed by the department head and forwarded to the Material Management department **no later than 15 days after the last day of the month** for which reimbursement is being requested.

Employees are **reimbursed** for the use of their privately owned automobiles, subject to travel rules and regulations, at the rate approved by the IRS at the time of travel, when travel is required in the course of their day to day work assignment.

#### OUT OF STATE TRAVEL

**Travel outside the Commonwealth** must be approved, in advance, in writing, by the department head and the Superintendent of Schools on the form provided by the Office of Finance and Operations.

- The signed form, along with the meeting agenda with all pertinent dates and information, should be forwarded, with requisitions, to the Material Management department **no later than 20 days** prior to travel date to ensure that payment for registration, travel and accommodations are complete prior to travel date.
- There must be a separate requisition for each payee, i.e. registration, travel agent or airline, hotel, etc. Purchase orders are required for these expenditures. They may not be eligible for reimbursement.
- Meals will be reimbursed as per GSA guidelines per location. These guidelines are posted on the GSA website [www.gsa.gov](http://www.gsa.gov) . Go to Per Diem Rates, then M&IE breakdown.
- Requests for meals reimbursements must be submitted on a requisition, with itemized receipts. No reimbursement can be approved without these receipts.