

DAS Travel

In-State Procedures

- ✓ Employee provides details of instate business travel to Division Travel Coordinator.
- ✓ Authorization for instate travel will be either verbal or written from the employee's supervisor.
- ✓ After authorization is obtained, necessary reservations and prepayments may be made.
- ✓ Traveler leaves their official workstation to conduct official state business.
- ✓ After completion of state business travel a travel expense detail sheet (TEDS) is prepared by the employee and reviewed by the division travel coordinator; it is submitted for manager, supervisor or administrator's approval.
- ✓ Division retains a copy of the TEDS, sending the original (include original receipts) to the Office of Business Administration (OBA) for review of accuracy, completeness, and compliance with all statutes, rules, policies and procedures.

All travel claims should be submitted within the quarter in which the costs were incurred.

- ✓ *The DAS Travel Coordinator processes the travel reimbursement claim.*
- ✓ *Travel claims are reimbursed by warrant; taxable claims may be reimbursed using the state payroll system.*

"Items to include with the Travel Expense Detail Sheet; Conference/Training Itinerary, Travel Receipt (Airline, Amtrak Ticket etc.), Hotel/Motel Documentation, Vehicle Rental Receipt, and Expense Receipts over \$25.00."