 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 6 Travel		
Out-of-State Travel Procedures	Effective date	Revised
Number: 6.02-01	March 15, 2004	June 25, 2012

DEFINITIONS

Lead program: The program first sending a notification of travel to the out-of-state travel coordinators.

GENERAL PROVISIONS

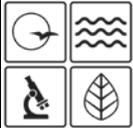
All requests for out-of-state travel, whether costs are incurred or not, shall be made on the Out-of-State Travel Authorization Form. This form is available on the DNR intranet site at: [http://oa.mo.gov/sites/default/files/300-0072s%20\(4-01\).pdf](http://oa.mo.gov/sites/default/files/300-0072s%20(4-01).pdf)

All requests for out-of-state travel must be logged in folder tracking and submitted in a black folder. The Out-of-State folder checklist, the Out-of-State Travel Authorization form and the justification for exemption to out-of-state travel restrictions should all be attached electronically in folder tracking.

The request should be submitted at least three (3) weeks prior to the travel. Some items to consider:

- If a multipurpose state purchasing card that allows travel expenses will be used to procure airfare and lodging, review the statewide Travel Management Services contract for available vendors.
- Obtain price quotes from at least two commercial airlines for the lowest logical airfare. When departure from more than one airport is practical, a cost comparison is encouraged.
- Inquire regarding government discounts for lodging.
- Inquire about group discounts if more than one staff person is attending the same event.
- Inquire about a waiver or reduction in conference registration fees, particularly if making a presentation at the event.
- Justify extended time to travel if it results in a cost savings to the department.
- Include staff work time that will be paid in association with overall travel time.
- Estimate the cost of meals using the State of Missouri's State Meal Per Diem for outstate travel, found at <http://oa.mo.gov/acct/MealPerDiem.htm>, to determine a maximum daily cost for eligible meals.

Airfare, lodging and registration fees should be direct billed when possible. When available, a multipurpose state purchasing card that allows travel expenses should be used for airfare and lodging.

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To protect our employees, the Out-of-State Travel Authorization form should be fully completed even if another entity, such as the Environmental Protection Agency, is paying for all travel costs. When another entity will be reimbursing an employee directly for all or a portion of the travel, \$0 may be entered in the appropriate field(s), with a note identifying the other entity. When another entity will be reimbursing the state for an employee's travel costs, amounts to be paid by the state should be listed, with a note indicating costs will be reimbursed and identifying the entity. Documentation from the entity confirming reimbursement of costs must be included with the out-of-state travel authorization form. Travel arrangements should reflect prudent fiscal procedures to ensure the wise expenditure of funds regardless of which agency or fund pays the cost of the out of state travel. Documentation of this should be maintained at the program level.

Requests for travel to the Washington D.C. area

The department director or designee requires that programs, centers and divisions provide information on any staff traveling to the Washington D.C. area for approval.

Information related to travel to the Washington D.C. area must be included in the comments section of the Out-of-State Travel Authorization Form. Comments must include information about meetings or contacts with members of Congress, Congressional Staff or persons of any agency or organizations, as well as, including the purpose and reason for the meeting or contact.

Blanket out-of-state travel authorization

A request for blanket out-of-state travel authorization shall not exceed one fiscal year and shall:

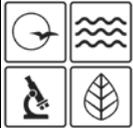
- list the name(s) of authorized persons;
- include the total estimated out-of-state expense for the year; and
- justify the authorization.

Extended travel time for personal reasons

If an employee is approved for extended travel for personal reasons the following will be included and signed with any travel justification:

- The dates and time the employee will be on personal time
- The following statement:

I, (*employee name*), am fully informed and understand that the MDNR, the State of Missouri, and/or any state employees or agents, are not legally responsible and agree to hold them harmless from and against any costs, expenses, damages, losses, claims, liabilities, liens, and/or charges arising or resulting from my activities which are not directly related to the business of the State of Missouri.
- The signature of the employee

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Compensatory time cannot be claimed for extended travel for personal reasons.

Coordinating an Out-of-State Travel Request for more than one person

If several staff are attending the same meeting/conference/training, all must be included on one Out-of-State Travel Authorization form. Each division designates out-of-state travel coordinator(s) who are included in an email group. Once it is known that someone is traveling out-of-state, an email is sent to the out-of-state travel coordinators to see if there will be other staff from the department traveling to the same location for a meeting/conference/training. The out-of-state travel coordinators are responsible for ensuring a single request is made, not for making any actual travel arrangements.

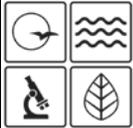
The program sending the email first notifying all that a staff person is traveling to a designated place becomes the lead on coordinating the out-of-state request unless other arrangements are made.

At a minimum the out-of-state travel request must include:

- Completed Out-of-State Travel Authorization Form available at: [http://oa.mo.gov/sites/default/files/300-0072s%20\(4-01\).pdf](http://oa.mo.gov/sites/default/files/300-0072s%20(4-01).pdf)
- Completed Out-of-State Travel Checklist (Example in Attachment 1)
- Justification indicating the reason(s) an exception to OA’s Out-of-State Travel restrictions applies; as necessary.
- A list of all employees traveling (if not listed in the “Name” field of the Out-of-State Travel Authorization Form, this mainly applies to blanket out-of-state travel requests.)
- An agenda or an explanation as to why one is not available.
- An estimate documenting all costs including travel (mileage, airfare) meals, incidental costs and lodging.
- Documentation from outside entity confirming reimbursement of costs, if applicable.

To help in the coordination of these requests, acronyms may be used once their meaning is initially spelled out.

The lead program coordinates any amendment to the out-of-state travel once approved. Generally, the lead program is not responsible for changing travel arrangements for individual staff, rather for compiling those changes into the amended travel request. However, other arrangements can be made between programs.

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If the travel is canceled, staff must notify the lead program immediately by phone and email with the reason for the cancellation.

Payment of direct-billed expenses

A copy of the approved Out-of-State Travel Authorization Form shall be attached to each payment request for direct-billed items such as registration fees, airfare, and lodging.

Reimbursement of out-of-state travel expenses

A copy of the approved Out-of-State Travel Authorization Form shall be attached to expense reports requesting reimbursement for out-of-state travel.

It is the responsibility of the employee to compare the total estimated costs with the total actual costs of the trip. If the difference between the two figures is greater than ten (10) percent, the employee shall submit an explanation for the discrepancy to the program director with a copy to the division director and the Director of Administrative Support justifying the discrepancy.

Out of State Travel Report

The Division of Administrative Support will track all approved out-of-state travel requests.

Record-keeping requirements for out-of-state travel

Each division shall maintain a single, complete file of all approved out-of-state travel requests. If the Office of Administration questions out-of-state travel costs or items, the division will provide the department director and the director of the Division of Administrative Support a copy of the memo outlining the resolution to each question as well as steps taken to ensure that the problem does not recur.

OST FOLDER CHECKLIST EXAMPLE

Note: Place the checklist on the left-hand side of folder. All other documentation will be placed on the right.

Folder #:

Name(s):

Dates:

✓	Folder Content	Comments
<input type="checkbox"/>	Checklist	
<input type="checkbox"/>	OST Authorization Form <small>(Note: Justification for travel is specified on this form. If trip is being reimbursed, also include reimbursement documentation, i.e., e-mail, registration form, etc.)</small>	
<input type="checkbox"/>	Extended Travel Liability Memo <small>(Note: Only needed when extended travel requested.)</small>	
<input type="checkbox"/>	Event Agenda <small>(Note: If not included, please provide explanation on OST Authorization Form in Remarks section.)</small>	
<input type="checkbox"/>	Travel Price Quotes X Columbia X Kansas City X St. Louis	
<input type="checkbox"/>	Trip Optimizer and Cost Calculator <small>(Note: Only needed, if driving instead of using airline)</small>	
<input type="checkbox"/>	CONUS quotes <input checked="" type="checkbox"/> Per Diem Rates <input checked="" type="checkbox"/> Meal Incidental Breakdown	
<input type="checkbox"/>	OST Coordinator E-mail	
<input type="checkbox"/>	Pre-Approval E-mail	
<input type="checkbox"/>	Division Admin Copy	