

**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 6 Travel**

<b>Out-of-State Travel Policy</b>	<b>Effective date</b>	<b>Revised</b>
<b>Number: 6.02</b>	<b>March 15, 2004</b>	<b>June 25, 2012</b>

Travel to conduct state business should be accomplished in the most economical and efficient manner possible. This policy applies to any official or employee who travels as well as anyone who arranges, approves, pays for or processes transactions related to travel.

**REFERENCES**

State Travel Regulations 1 CSR 10-11.010 and 1 CSR 10-11.030

<http://www.sos.mo.gov/adrules/csr/current/1csr/1c10-11.pdf>

State Travel Policy – SP-6

State Vehicle Policy – SP-4

State Aircraft Policy – SP-8

State Vehicular Travel Policy- SP-12

Agency Provided Food – SP-5

<http://oa.mo.gov/commissioners-office/policies/statewide>

State of Missouri Meal Per Diem

<http://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>

State Mileage Reimbursement

<http://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>

CONUS Rates

<http://www.gsa.gov/portal/content/104877>

State Employee Travel Portal

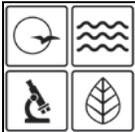
<http://oa.mo.gov/travel-portal>

*Related DNR policies*

Use of State Vehicles Policy 6.01

Travel Policy 6.04

Expense Account Procedures 6.04-01



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**DEFINITIONS**

*Department Usage Rate:* The mileage-based rate charged for using department vehicles as a way to generate revenue into a Revolving Services Fund (RSF) for purchasing replacement vehicles and paying for operating and maintaining vehicles centrally administered by the General Services Program.

*Fleet vehicle rate:* The reimbursement rate (for office use of a personal vehicle) based on the average cost to operate a mid-size sedan. The Office of Administration sets this rate.

*Standard vehicle rate:* The reimbursement rate representing the total cost to own and operate a personal vehicle. For state government this is set by the Office of Administration and is tied to the rate established by the federal Internal Revenue Service.

**GENERAL PROVISIONS**

The department director or designee approves all out-of-state travel.

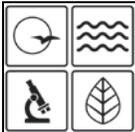
Out-of-state travel authorization is not necessary for travel to border locations for reasons incidental to official business, for example, a highway detour.

Out-of-state travel expenses are limited to expenses that are necessary and reasonable. For meals, use the State Meal Per Diem for out-of-state travel for your travel destination for each eligible meal (breakfast, lunch or dinner). The out-of-state meal per diem information can be found at: <http://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>

**Methods of travel**

Air travel shall be the primary method of transportation outside of the state unless other methods of travel are more economical or advantageous to the department. If proposing another method of travel, a comparison to the cost of air travel must be prepared and submitted with the Out-of-State Travel Authorization form. The cost of work time should be considered when comparing means of travel.

As much as possible, plane reservations should be made in advance to obtain the lowest convenient airfares. Air travel costs shall not exceed coach fare for the most direct route available.



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Travel by personal vehicle instead of air travel shall be limited to either the fleet or standard vehicle rate plus any expenses that would have been allowed or provided if taking air transportation. This means if the total travel time for flying is 4 hours (from travel to the airport to flying to arriving at a motel) that is the amount of time that is considered when requesting reimbursement for travel expenses. Total allowable costs for the trip cannot exceed the reasonable coach fare available at the time to the same destination plus other costs that would have been incurred if traveling by air.

For out-of-state trips in a state vehicle where it makes more sense to drive than fly, meals will be reimbursed during the timeframe that travel by air would have occurred, if the employee is in 12-hour or overnight travel status. More extended travel by state vehicle instead of air travel shall be limited to the department usage rate for state vehicles. No additional meals, lodging, or other incidentals enroute will be reimbursed beyond the timeframe that travel by air would have occurred.

Reimbursement for travel outside the state by train or bus instead of air travel shall be limited to the actual cost of the train or bus fare plus any actual expenses that would have been allowed or provided if taking air transportation.

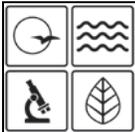
**Extended travel time**

Extended travel time beyond that necessary to complete state business is allowed if there is a cost savings to the department. For example, staying over a Saturday to take advantage of lower airfare. The analysis for justification must include the employee's salary during work day(s) lost due to the extension.

Extended travel time beyond that necessary to complete state business is allowed for personal reasons if the supervisor approves and there is no additional cost to the department

**More than one employee traveling to same event**

In the instance where several employees are traveling to the same event, all names shall be included on one Out-of-State Travel Authorization form. The divisions are responsible for coordinating with each other to ensure that this requirement is met. Each division director or designee involved must sign the form indicating approval for staff in his/her division. In addition, the department director or designee must approve the request for out-of-state travel.



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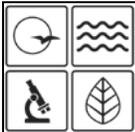
**Changes in travel plans**

If there is a change in travel plans, the out-of-state travel request must be revised by the employee and re-approved by the department director or designee. Often this involves a change in the number of persons going or a change in individuals or a greater than one day change before or after the originally requested travel period. The word REVISED must be clearly included on the request.

**Blanket out-of-state travel authorization**

Yearly blanket out-of-state authorizations can be requested for:

- 1) State Parks – applies to park sites and offices near the Missouri boarder for the purchase of building and/or office supplies necessary to complete assigned work and to visit nearby interpretive and resource management sites (Exception #2 – related to direct service delivery). Special Conditions include:
  - A) Missouri vendors are first choice within 25 miles of the site
  - B) If an emergency exists or visitor safety issues, closest vendor is acceptable
  - C) Limited to \$3,000
- 2) DEQ – Environmental Emergency Response – for environmental emergencies and catastrophic events that cross state lines (Exception #1 – related to an emergency or other catastrophic event that requires government action to protect life or public safety).
  - Coordination related to events that occur across state lines with contamination, etc., entering Missouri
  - Coordination related to events that occur in Missouri with contamination, etc., entering other states.
- 3) DEQ – Environmental Investigations - for the department's environmental investigators and their supervisor to travel to surrounding states due to investigations, and participation in the state/federal Environmental Crimes Task Force. (Exception #2 – related to direct service delivery).
- 4) Director’s Office and DEQ – for staff to attend meetings, conferences and training courses, etc. with the US Environmental Protection Agency, Region VII. (Exception #2 – related to direct service delivery).



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- 5) DEQ St. Louis Regional Office APCP I/M staff – for travel to Illinois and the St. Louis Metro area to visit neighboring state for vehicle emission test related purpose and training offered by EPA. These courses are held at the Illinois state complex in Collinsville, Illinois which is approximately 25 miles from the St. Louis Regional Office. (Exception #2 – related to direct service delivery).
- 6) DEQ Land Reclamation Program – for meeting with the Office of Surface Mining in Alton, Illinois. Division must report monthly to the Division of Administrative Support on travel the Office of Surface Mining.

For all the blanket exceptions, lodging and travel expense, if applicable, should be in Missouri to the extent practicable and reasonable.

Each blanket out-of-state travel authorization form should include all staff that will be traveling.

With exception to travel to EPA Region VII, professional development/training such as conferences and workshops must be specifically approved prior to attendance.

All travel falling under a blanket authorization must be reported to DAS Accounting (except for DSP blanket authorization #1 above).

Additional blanket out-of-state requests will be considered on a case-by-case basis as the situation warrants. Please contact the Director of the Division of Administrative Support regarding a request for a blanket out-of-state.