

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: CHIEF FINANCIAL OFFICERS

DATE: July 31, 2006

**FROM: Wayne T Hannon
Associate Controller - Operations**

**SUBJECT: MEAL ALLOWANCE FOR OUT OF STATE TRAVEL
CFO 07-08**

Effective July 1, 2006 the rates used for meal allowance for OUT OF STATE travel have changed.

NEW:

The reimbursement will be based on a flat rate.

The flat rate is based on departure and arrival times.

If the traveler's scheduled departure time is **before noon**, they will receive **\$30.00** for the first day of travel.

If the traveler's scheduled departure time is **after noon**, they will receive **\$15.00** for the first day of travel.

All other days of travel will be at the rate of **\$30.00**.

Upon return, if the traveler's arrival time is scheduled before noon, they will receive \$15.00 for the final day of travel.

If the traveler's arrival time is scheduled after noon, they will receive \$30.00 for the final day of travel.

THERE WILL BE NO MISCELLANEOUS EXPENSE PER DIEM

**Note: AUTHORIZED AGENTS SHOULD CHECK THE SCHEDULED DEPARTURE TIMES
BEFORE AUTHORIZING ANY EMPLOYEE REIMBURSEMENT VOUCHER.**

For your information, in the past, the following breakdown for meals was incorporated into the OUT OF STATE travel procedure.

<i>Breakfast</i>		<i>\$4.00</i>
<i>Lunch</i>	<i>\$6.00</i>	
<i>Dinner</i>	<i>\$14.00</i>	
<i>Misc. Expense Per Diem</i>	<i>\$5.00</i>	
<i>Total reimbursement</i>	<i>\$29.00 per day.</i>	

In addition, under the old regulation, any extra night's accommodations must be justified and approved by Accounts and Controls.

Under the new regulation, the authorized agent will be responsible for determining if an extra night is justified. Accounts and Control will no longer audit that portion of the expense reimbursement.

July 31, 2006

CFO 07-08 OUT OF STATE MEAL ALLOWANCE

Another major change to this regulation is that Accounts and Control will no longer pre-audit these out of state travel reimbursements, but instead, post-audit them. This is being done in an effort to expedite these reimbursements to the traveler. It will mean however, that if a post-audited transaction is reviewed and it is determined that the traveler owes the state money as a result of an error on the reimbursement request, the Controllers Office will notify the traveler and request the reimbursement. There will be two ways that the traveler can reimburse the state:

1. Upon notification of the error, the traveler can send a check to Accounts & Control made out to the State of Rhode Island along with a copy of the notice that they received.
2. If the individual is a frequent traveler, he/she can elect to deduct it from a future travel reimbursement request - as long as it is within the same state fiscal year as the original reimbursement. When the traveler is using this method, he/she should include a copy of the original notice that they received.

Once per quarter, Accounts and Control will notify the agencies affected as to the status of the reimbursements. **Again, please note that these reimbursements must be completed by the end of the fiscal year.**

Non compliance with this change will result in Accounts and Control reinstating the pre-audit policy, which will delay all travelers' reimbursements for that particular agency.

The following information should be included with the employee expense reimbursement document when submitting it to the Controllers Office:

Travel itinerary (hotel, air, and car rental)
Tickets or Ticketless Itinerary
Hotel detail bill (from the actual hotel)
Agendas
Car rental receipts
Taxi/shuttle receipts
Parking receipts
Justifications for any exceptions that are made

WTH/nas