

SUBJECT: Standard Travel Regulations

FORM NO: OOC71, OOC72, OOC73, & SHA30-502-L



A. GENERAL:

These Standard Travel Regulations govern reimbursement to employees for expenses associated with work-related travel. In order to receive mileage reimbursement, individuals must have a valid driver's license. Responsibility for interpreting and clarifying this Directive rests solely with the Office of Construction Deputy Director - Field Operations (OOC DD/FO).

The per diem rate is based on the distance in miles from the residence of record to the current assignment, minus any deduction stated herein.

B. PURPOSE:

The purpose of this Directive is to clearly define all procedural aspects of the Standard Travel Regulations.

C. DEFINITIONS:

1. **Construction Inspection Employee:** When used within the context of this Directive, refers only to OOC employees assigned to Centralized Districts 3, 4, 5 & 7, all OOC interns, and all consultant inspectors.
2. **Consultant Employee:** When used within the context of this Directive, refers to consultant employees only.
3. **Per Diem Rate:** The maximum daily amount that an employee approved to receive expenses is entitled to be reimbursed.
4. **Rent Receipts (Form OOC73):** SHA Rent Receipt, for rent of a house, apartment, room, trailer, or trailer space signed by the owner of the property or agent. A rent receipt must be included with the expense statement and attached to the back of the white copy (top left-hand corner).
5. **Residence of Record:** The permanent residence currently filed with OOC. The dwelling must be a house or apartment the Employee or Spouse rented, owned, or were in the process of buying prior to the date of the Notice of Assignment requiring expense payments. Employees who reside with family members other than their spouse must show documentary proof confirming the dwelling as their permanent address as well as proof of ownership of the property. The Employee must stay at least 26 weekends throughout the year to be considered the Residence of Record.
6. **Temporary Residence:** The temporary residence must be a house, apartment or room rented by the OOC Employee and must be lived in during the work week to be considered a temporary residence. Consultant Employees utilizing a temporary residence are not eligible for commute mileage between their project assignment and their temporary residence.

D. PROCEDURE:**FOR OOC EMPLOYEES:**

1. Employees requesting to receive expenses **must** complete a Request for Expenses (Form OOC72) and submit to the Chief, Construction Support Section, for approval. The form provides documentation to determine eligibility for mileage reimbursement. The request may contain multiple contract numbers.
2. Upon receipt of Form OOC72, the Chief, CSS, will determine if the employee meets all criteria for receiving expenses. Acceptable proof of permanent residence will be required (Lease, Deed, Utility bill, etc.).
3. If the Chief, CSS, determines that an employee is eligible for expenses, s/he will sign and return the request to the employee. Employees who are approved are entitled to reimbursement for work-related mileage up to the established daily maximum amount.
4. Upon receipt of the approved Form OOC72, the employee will copy this form and retain it for future use. A copy of the pre-approved form must be securely attached to the back of the top left-hand corner of the white copy of each bi-weekly expense statement submitted for approval.
5. Immediately upon notification of a change of assignment (Contract or District) or if the employee's residence of record changes, the employee must complete a new Request for Expenses (Form OOC72) and submit it to the Chief, CSS.
6. Expense statements (SHA30-502-L) must be checked, approved and initialed by the Immediate Supervisor (Construction Project Engineer, Coordinating Engineer or Area Engineer, as appropriate) and, when completed, be forwarded to the Assistant District Engineer-Construction or other Administrative Officer for final approval. No employee expense statement shall be processed without an SHA employee approval of appropriate authority.
7. When the District Office receives the employee's expense statement, the contract number for which the expense request is being submitted will be checked against the contract number on the attached approved copy of Form OOC72. If the contract numbers on both forms match, the expense statement will be signed and processed. If the contract numbers on the two forms do not match, the District will return the expense statement unsigned to the employee for correction.

FOR CONSULTANT EMPLOYEES:

1. Consultant employees requesting reimbursable expenses must complete a Personal Information Form (Form OOC71). The form requires documentation to determine eligibility for mileage reimbursement. The Consulting Firm must evaluate and approve the eligibility of their employees for expenses prior to forwarding to the District for its approval. The request may contain multiple contract numbers.
2. Consultant employees who travel less than 50 miles one-way must have a District representative approve their OOC71. If one-way travel is greater than 50 miles, additional approval from OOC is required.
3. All original OOC71's go to OOC, with copies distributed to the respective District, Consulting Firm and Consultant employee.

4. Upon receipt of the approved OOC71, the Consultant employee will copy the form and retain it for future use. A copy of the approved OOC71 must be securely attached to each bi-weekly expense statement. This will continue for every expense statement period until the employee is reassigned to another Contract or District.
5. Immediately upon notification of a change of assignment (Contract or District) or if the Consultant Employee's residence of record changes, the Consultant employee must complete a new OOC71 and submit it to their employer to initiate a new approval process.
6. Expense statements must be checked, approved and initialed by the Immediate Supervisor (Construction Project Engineer, Coordinating Engineer or Area Engineer, as appropriate) and, when completed, be forwarded to the Assistant District Engineer-Construction or other Administrative Officer for final approval. No employee expense statement shall be processed without an SHA employee approval of appropriate authority.
7. When the District Office receives the Consultant employee's expense statement, the contract number for which the expense request is being submitted will be checked against the contract number on the attached approved copy of Form OOC71. If the contract numbers on both forms match, the expense statement will be signed and processed. If the contract numbers on the two forms do not match, the District will return the expense statement unsigned to the employee for correction.

E. EXPENSE ALLOWANCE:

FOR OOC EMPLOYEES:

1. **OOE Employees** using personal vehicles to report to their assigned project will be allowed 54.0 cents per mile (\$0.54/mi) based on the following procedure: Employees will be reimbursed for the total mileage from the residence of record to the current assignment up to a maximum of 90 miles one way (\$48.60 one-way, or \$97.20 per round trip) for each day worked. Employees may use this allowance for commuting purposes or for securing lodging and meals. If an employee chooses to secure lodging while using a private vehicle, the allowance must be entered under the ROOM column of the employee expense statement. This applies only to the days that the employee elects to spend the night, and **will not** require a rent receipt.
2. **Consultant Employees** using personal vehicles to report to their assigned project will be allowed 54.0 cents per mile (\$0.54/mi) based on the following procedure: Employees will be reimbursed for the mileage from the residence of record to the current assignment, minus 10 miles, up to a maximum of 90 miles one way (\$48.60 one-way, or \$97.20 per round trip) for each day worked. Employees may use this allowance for commuting purposes or for securing lodging and meals. If an employee chooses to secure lodging while using a private vehicle, the allowance must be entered under the ROOM column of the employee expense statement. This applies only to the days that the employee elects to spend the night, and **will not** require a rent receipt.
3. **Consultant Employees** who travel less than 50 miles one-way must have a District representative approve their OOC71 Personal Information Form. Consultant employees who travel a distance greater than 50 miles one-way must have their OOC71 approved by the Office of Construction.

4. Those employees who have accumulated six or more points on their driver record will be reimbursed for use of a personal vehicle **at one-half rate until their MVA record shows less than six points**. The one-half reimbursement rate applies to both commute and job miles.
5. OOC Employees provided with State vehicles and assigned more than 90 miles one way from their residence of record to the current assignment will be allowed the maximum of \$97.20 per day for each day worked to secure lodging and meals. This allowance must be entered under the *ROOM* column of the employee expense statement. A valid SHA Rent Receipt (Form OOC 73) must be attached to the expense statement. In the event a OOC employee stays at a commercial establishment such as motel or hotel, a valid rent receipt identifying the establishment must be attached to the white copy of the expense statement, or the OOC employee may use a commercial establishment that participates in a Direct Billing agreement with SHA. An employee requiring a temporary residence is permitted to use a trailer owned by the employee. **No trailers may be placed on State right-of-way, nor may employees use facilities supplied by the Contractor.**
6. **OOC Employees** assigned **State vehicles** and receiving the maximum allowance will be permitted to make **ONE ROUND TRIP PER WEEK INCLUDING WEEKENDS** in the assigned vehicle, from the employees' residence of record to the assigned field office.
7. **ALL** distances **must** be measured by the shortest paved route from the employee's residence of record to the current assignment.
8. In cases where employees carpool, **only the driver** will be eligible to receive expenses.
9. When an employee that is assigned more than 90 miles from their residence of record (after any required deduction) has established a valid temporary residence **and** is on approved leave, the following reimbursement schedule will be in effect:
 - a) OOC Employees will be reimbursed at a rate of \$97.20 each day for the first four consecutive leave days to cover room rent.
 - b) After the first four consecutive leave days, the OOC Employee will be reimbursed at a rate of \$30.00 per day for room rent for the next 16 consecutive leave days. Over 20 consecutive leave days, the OOC employee must request approval in writing from the DD/FO to continue receiving room rent at \$30.00 per day. The request must contain proper justification.
 - c) **Employees on leave without pay or unauthorized leave are not eligible.**
 - d) **Consultant Employees** will be entitled to the \$97.20 per day room rent for the first four consecutive leave days. The Consultant employees will then receive \$30.00 per day for the next 16 consecutive leave days up to a maximum of 20 days total.

F. MILEAGE ON THE JOB/JOB-RELATED MILEAGE:

Use of personal vehicles will be reimbursed at the rate of 54.0 cents per mile when authorized by the Project Engineer and approved by the District Engineer or designated representative and does not require prior OOC approval. Use of personal vehicles will be limited to reimbursement at the rate of 54.0 cents per mile regardless of the number of employees transported. **Passengers are not entitled to reimbursement.** Employees placed on one-half (1/2) rate will be reimbursed at one-half (1/2) job miles at 54.0 cents per mile.

G. TOLL FEE REIMBURSEMENT:

Employees required to use Maryland Toll Facilities in personal vehicles while commuting or on travel status will be reimbursed for toll fees. When employees are using Toll Facilities on a daily basis, they will be reimbursed for toll fees, provided commuter ticket books, M-Tags, or E-Z passes are used and receipts are submitted.

H. SPECIAL ASSIGNMENTS (MEETINGS, SEMINARS, AND TRAINING):

1. Employees directed to attend meetings, seminars, or training sessions will be allowed full mileage (except those employees receiving one-half (1/2) rate) from their residence of record or **approved** temporary residence.
2. If the travel time between residence of record or approved temporary residence and the site of the meeting, seminar, or training exceeds the normal one-way commute time to the assigned project or District Office, the excess shall be considered work time.

I. DRIVING RECORD:

OOO employees whose driving records show an accumulation of six or more points for moving violations will not be allowed to operate a state vehicle. The employee is responsible for notifying OOC when the total number of points drops below six. Information regarding employee driving records can be found in the State of Maryland Policies and Procedures for Vehicle Fleet Management, dated January 2005, Section 2.1, Driver Eligibility.

J. EMERGENCY LODGING AND MEALS:

Employees assigned less than 90 miles from their residence of record may be approved for overnight lodging and meals at the current SHA approved rate. Facilities billed directly to SHA hold top priority if available. This allowance will be granted if an employee is required to work excessive hours or has a temporary health problem.

Prior approval must be obtained from the Assistant District Engineer-Construction (ADE-C) or a designated representative. The ADE-C will be required to adequately document all such occasions.

EXAMPLE OF ALLOWANCE:

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|-----------|---|
| DAY ONE | Approved One-way mileage to project |
| OVERNIGHT | Cost of lodging and dinner |
| DAY TWO | Cost of breakfast and approved one-way mileage to the residence of record |

NOTE: Cost of meals will be at the current approved rate as follows:

| | |
|-----------|---------|
| Breakfast | \$ 9.00 |
| Lunch | \$11.00 |
| Dinner | \$25.00 |

It is reiterated that this allowance is an exception to these regulations and should be used very judiciously.

K. MEALS:

Meals will be reimbursed according to SHA's Policies and Procedures For Employee Meal Reimbursement and Providing Meals During Official Business Meetings.

L. ACCOUNTABILITY:

Employees receiving expenses will be subject to an annual audit by the Office of Audits.

M. CONSEQUENCES FOR ABUSE:

Violation of the above regulations will result in the employee being placed in a "Pay Back" situation for the amount as determined by the Internal Audit Section. In addition, disciplinary action will be taken in accordance with the Code of Maryland Regulations (COMAR) Title 17 - Department of Budget and Management.



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APPROVED:



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