

## **TRAVEL BY EMPLOYEES**

1. All out-of-state travel requests must be submitted for the director's approval as early as possible, but at least six months before the intended travel is to take place (necessary for budget reasons), if possible.
2. Travel which will entail more than 200 miles, and/or more than a single overnight stay will not be paid absent prior approval by the director or deputy director.
3. Certain hotels will direct bill The Commission. It is preferred that these hotels are utilized, when possible. If these hotels are utilized, or others, the employee shall inform the hotel that they want a room at the "state rate," and that there should not be any tax collected on the room (Tax Exempt No. E-2001). The employee shall submit his/her receipt to the agency for reimbursement, along with any per diem or mileage request.

*Approved by RH on June 7th, 2006*