

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: TRAVEL

CATEGORY: FISCAL SERVICES

Policy

The Idaho Department of Juvenile Corrections (IDJC) follows the State of Idaho Travel Policy and Procedures (<https://www.sco.idaho.gov/LivePages/State-Travel-Policy-and-Procedures.aspx>). Any exceptions to the travel policy and procedures must have approval of the IDJC Director and, if necessary, the State Board of Examiners.

It is therefore the policy of the IDJC to provide guidance to its employees on the expectations and responsibilities of traveling for agency business.

Operating Procedures

- I. Travel Approval and Reservations
 - A. Travel required as part of the employee's regular duties and occurring within their assigned work district does not necessitate prior approval. The "assigned work district" is defined as a 50-mile radius around the employee's base office location.
 - B. Except as noted below, all other in-state travel, training, or conference attendance must be pre-approved by the supervisor. Out-of-state travel must be pre-approved by the IDJC Director.
 1. Members of the Juvenile Justice Commission and the Custody Review Board are not required to obtain pre-approval for travel related to their duties on the Board or Commission.
 2. IDJC employees traveling for purposes related to the transport of juveniles under the Interstate Compact for Juveniles are not required to obtain pre-approval.
 3. IDJC employees traveling to attend to work emergency situations are not required to obtain pre-approval.
 - C. Travel that includes an out-of-state route to or from an in-state destination does not require Director approval. Examples of this would be traveling from Lewiston to St. Anthony via a route through Montana, or from Boise to Coeur d'Alene via Spokane. Also, in these cases, in-state per diem applies.
- II. Travel Status, Time and Attendance at Workshops, Seminars, and/or Conferences

- A. Hours accrued for travel to and from, and attendance at, conferences should be reported as actual hours worked. Refer to Time Records and Reporting (350) policy/procedure.
- B. An agenda indicating daily conference, workshop, or meeting hours must be attached to the appropriate travel expense report.
- C. To the extent possible, employees arrange for travel within normal work hours. Non-work time at the training site or taking indirect routes, at the request or preference of the employee, is not considered as hours worked and, therefore, are not eligible for compensation.

III. Transportation

- A. Travelers will use the most cost-effective and efficient mode of travel. Exceptions to this requirement may be allowed due to unusual or unforeseen circumstances that are properly documented and authorized by the approving authority in advance. Supporting documentation must be attached on the Expense Report.
- B. Vehicles
 - 1. State vehicles: State vehicles should be used whenever possible. State vehicles must be reserved prior to departure. Refer to the Use and Care of State Vehicles (105) policy/procedure for more information.
 - 2. Vehicle rentals: A rental vehicle may be authorized when state vehicles are unavailable. Use of rental vehicles requires pre-approval from the supervisor. The size and style of the rental vehicle will be consistent with the travel needs. Rental vehicles must be obtained through the state contract. Refer to the Division of Purchasing website for additional information on reserving rental vehicles. Insurance is not purchased when using a vendor enrolled in statewide contracts, as the coverage is included in the contract.
 - 3. Use of personal vehicles: In the event that a state vehicle is unavailable, the use of a private vehicle may be authorized by the Division Administrator. Mileage for using a private vehicle for official state business is computed according to the Luma system in expense management or a source which supports the distance as the most direct and/or efficient route such as MapQuest, Yahoo, Google Maps, etc. Mileage is reimbursed at the rate established by the State Board of Examiners. Odometer readings are permissible only when mileage computations cannot be readily or easily determined from these independent sources.
 - a. Under no circumstance is the purchase of gasoline dispensed into a private vehicle an allowable expense in-lieu of mileage reimbursement for using a private vehicle for official state business.
 - b. If a state-owned vehicle is available to the traveler but, for personal reasons, a private vehicle is used, the mileage reimbursement is limited to one-half the established rate, unless the full rate is authorized by the approving authority with documentation supporting the reason for authorizing the full rate.

4. Traffic violations: Any infractions of traffic laws and resulting fines, including parking tickets, are the sole responsibility of the traveler and are not a reimbursable expense by the state.

C. Commercial airfare and related costs

1. The cost for commercial airfare shall be limited to the lowest available class of passage rate, such as coach or similar classification. Travelers should request the government rate, if available. Airfare at other classes, seat selection fee, or other upgrade fees are not allowable expenses unless properly documented that the seat selection, upgrade fees, or class of passage at a higher rate was necessary due to availability, physical limitations, or other factors, and that the ticket was purchased at the earliest opportunity.
2. Baggage fees charged by commercial airlines are allowable not to exceed one checked bag and one carry-on bag per departure, unless additional bag costs are necessary for legitimate business reasons and written approval from the division administrator is obtained.
3. Any additional costs, such as in-flight services, trip insurance, entertainment, and early boarding are not allowable expenses and are the responsibility of the traveler.

D. Taxi and other public transit

Taxi services, airport shuttles, or other public transit while traveling for official state business are allowable expenses. Evidence must be submitted that identifies the itinerary of each use which coincides with the official travel requirements. See tips and gratuity section, below.

IV. Lodging

- A. The process for selecting a lodging vendor for each official travel day will consider the proximity to the required work location, room type, and daily rate. Other amenities or premiums offered by lodging vendors can be considered in the selection process, such as on-site restaurants, internet access availability, free breakfasts and beverages, or other services, but the proximity and daily rate should be the primary consideration. At the time a reservation is made or when registering on-site, travelers should request the government rate, if available. If traveling in Idaho, request a tax exemption and provide the Tax Exemption on Lodging Accommodations (ST-104HM) form, as needed.
- B. Lodging provided by relatives or other individuals is not an allowable expense unless they are in the business of providing such services which are publicly advertised and a formal invoice is provided.
- C. No claim will be paid for lodging if the traveler is not in official travel status.

V. Meal and Allowances for Non-Juveniles

- A. Daily per diem allowance rates

A daily per diem allowance is paid to the traveler in accordance with the amounts and hours of the day, as established by the State Board of Examiners pursuant to Appendix B of the [State Travel Policy](#). The per diem allowance is a fixed amount for a full day of official travel status and is not a reimbursement for actual costs incurred. No receipt or other evidence of expenditure is required for a reimbursement. The per diem allowance is intended to cover the cost of food, beverages, and related gratuities and no portion of these costs will be reimbursed as separate items. The per diem allowance is based on the rate at the temporary work location. On the final day of travel, the allowance is the rate for the location where the traveler last stayed the night prior to returning to their official primary work station.

B. Partial day per diem allowance

1. The amount of the per diem allowance for official state travel that does not involve an overnight stay, or for the first and last day of a multiple day trip, is calculated based on the percentages of the daily per diem allowance, as established by the State Board of Examiners.

25% for breakfast (leave at 7 a.m. or earlier/return at 8 a.m. or later)

35% for lunch (leave at 11 a.m. or earlier/return at 2 p.m. or later)

55% for dinner (leave at 5 p.m. or earlier/return at 7 p.m. or later)

2. A partial day meal allowance paid for state business travel beginning and ending on the same day is a taxable fringe benefit, as defined by Internal Revenue Code 162(a)(2) and Regulation 1.162.2. Payroll taxes on the allowances are applicable in the pay period the cost is expensed by the IDJC.

C. Meals provided by others and at conferences

1. When meals are furnished by others or as part of a meeting or conference and are identified on an official agenda, the per diem allowance for the day is calculated for only those meals not provided. The allowable amount is calculated using the following percentages applied to the allowable per diem allowance for each meal not provided by others or as part of a meeting or conference:

25% for breakfast

35% for lunch

55% for dinner

2. Complimentary meals or beverages provided by lodging vendors, commercial airlines, or other commercial entities is not considered when determining per diem allowances.

D. Juvenile Transports

For staff traveling during meal hours to escort juveniles on in-state transports, a sack lunch is provided, if deemed necessary. If sack lunches are unavailable, the employee would be eligible for the applicable partial day per diem allowance.

- E. Non-State employees are bound by the IDJC travel policy when expenses are incurred on behalf of the IDJC.

VI. Meal Allowances for Juveniles

Meals are provided for juveniles while in transport. It is the expectation that meals are provided before departure from the facility, travel is between meal times, and the next meal is provided at the destination. A sack lunch is provided, if deemed necessary. If sack lunches are unavailable, juvenile meals should be charged on a P-Card and receipts must be retained and submitted when approving the charge. Per diem rates apply to juvenile meals.

VII. Meals and Refreshments at Sponsored Meetings

A. The IDJC recognizes the importance of sponsoring meetings and training sessions for specific purposes and that refreshments and meals may be provided to ensure the best utilization of attendee time under the following criteria:

1. Refreshments

- a. The meeting has a published agenda where attendance is mandatory.
- b. The meeting has an intended duration of three hours or more, as shown on the agenda.
- c. There are five or more attendees.
- d. The total cost per attendee, PER DAY, cannot exceed twenty-five percent (25%) of the in-state daily per diem allowance established by the Board of Examiners.

2. Meals

- a. The meeting has a published agenda and attendance is mandatory for an identified business purpose.
 - b. The meeting has an intended duration of six hours or more, as shown on the agenda.
 - c. There are five or more attendees.
 - d. The meeting's purpose is furthered by presentations or interpersonal exchange during the meal period.
 - e. The total cost per attendee cannot exceed the partial day per diem allowance for the period of the meal.
 - f. If the meeting breaks for a meal (i.e., lunch on your own), participants are responsible for their own meal. If a participant is in travel status, the meal may be eligible for per diem reimbursement.
- B. Routine employee staff meetings, department-sponsored social gatherings, or similar gatherings do not qualify for refreshment or meal costs.

VIII. Incidental Expenses

A. Communications while in travel status

1. Telephone: The cost of personal telephone calls to others within the U.S. while on official travel status is allowable. Travelers are allowed to incur the cost of one phone call for each full or partial day of official travel through commercial telephone service or calling card, not to exceed ten minutes per call.
2. Internet Access: The cost to gain access to the Internet at the temporary work location or lodging vendor for official state business is allowable. The cost to access the Internet aboard airplanes or other locations may be allowable provided that a justification is attached to the expense report showing that such access, at the time and location, is essential in the performance of official state business and is not predominately for personal convenience or entertainment.

B. Tips and gratuity

Tips and gratuity are included in the per diem allowance amount and cannot be claimed separately, even if the gratuity is unrelated to a meal expense. This includes all amounts related to taxi or airport shuttle services, baggage handling, hotel services, or for which gratuities are usual and customary for the services provided.

C. Laundry and dry cleaning services

The costs for laundry and dry cleaning services are allowable, if the duration of the official travel exceeds five calendar days.

D. Entertainment

The costs for entertainment, such as in-room movies, video games, pay-per-view television programs, or similar items are not allowable.

E. Other

Expenses not specifically described in these policies but which are necessary in the performance of official state business and properly authorized and documented are allowable.

IX. Non-State Employee Travel

1. Non-state employees, such as board members or commission members, may be reimbursed for travel expenses for official IDJC business, in accordance with the State Travel Policy.
2. Non-state employees will submit a completed W-9 form to Fiscal Services to be established as a vendor.
3. Upon return from their travel, a Non-IDJC Employee Travel and Expense Reimbursement Request (DJC-196) form and all applicable documentation will be approved by the cost center approver and submitted to Fiscal Services for payment.

X. Travel Expense Report Procedures

- A. All employees that travel must submit a completed Expense Report in Luma within ten calendar days of return from travel status.
- B. All travel costs, including those paid by a third party, must be reflected on the Expense Report and all supporting documentation attached by the employee. For help completing the Expense Report, contact Fiscal Services.

Reference: [Glossary of Terms and Acronyms](#)
State Travel Policy and Procedures: <https://www.sco.idaho.gov/LivePages/State-Travel-Policy-and-Procedures.aspx>
Federal Regulation Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
Internal Revenue Code 162(a)(2) and Regulation 1.162.2.
[State Division of Purchasing, Statewide Contracts](#)

Desk Manuals: [Scheduling Travel](#) (215.00)

Related Policies: [Use and Care of State Vehicles](#) (105)
[Identification Badges](#) (106)
[Transport of Juveniles](#) (641)
[Purchasing Card](#) (205)
[Time Records and Reporting](#) (350)

Related Forms: [Employee Training Request](#) (DJC-070)
[Tax Exemption on Lodging Accommodations](#) (ST-104HM, Id Tax Commission)
[Non-IDJC Employee Travel and Expense Reimbursement Request](#) (DJC-196)