

## Quick Reference Guide:

### Required agency internal policies and procedures for travel, transportation, and related policies

The [State Administrative and Accounting Manual \(SAAM\)](#) requires agencies to have their own written internal policies and procedures for travel, transportation, and related policies.

#### Travel Policies

- [10.10.10.a.3](#) Agencies are to have written internal policies and procedures to cover the items required in Chapter 10.
- [10.10.10.a.3](#) The agency head must specify in its internal policies and procedures the delegated approval level in the agency's management structure (authorized designee) for control over travel expenses.
- [10.10.10.a.3](#) Agencies, as part of its positive system of management and control over travel are to periodically review purchases of airline tickets to ensure compliance with state travel regulations and terms of airline contracts.
- [10.10.10.a.3](#) The agency's internal policies and procedures must also identify the amount of time required for advance approval of meals, coffee, and light refreshments at meetings, conferences, conventions, and training sessions.
- [10.10.10.b](#) Agencies may adopt internal travel policies and reimbursement allowances that are more restrictive than in Chapter 10.
- [10.10.25](#) Agencies are to develop and implement alternatives to travel, as well as less expensive means of travel (list of methods to be included are provided in this section).
- [10.20.20.3](#) Agencies are to define business telephone calls as part of its positive system of management and control over travel.
- [10.20.20.3](#) Before requiring an employee to pay for service calls caused by negligence, agencies may wish to define negligence of the traveler to apply this rule in a fair manner.
- [10.20.60](#) The agency, as part of its positive system of internal control, is to develop policies and procedures when travelers are reimbursed for expenses by a person or outside entity. Reimbursement should be limited to actual expenses except for subsistence, which may be paid at the allowances contained in Section 10.90.
- [10.40.20.a](#) Agencies who choose to reimburse travelers for the actual cost of subsistence are to adopt written policies and procedures.
- [10.40.50.a](#) Agencies must establish agency meal periods to determine if meal costs can be paid for overnight travel assignments.
- [10.50.35.e](#) Agencies are to establish written internal policies to require the traveler to repay the state whenever a state contract vehicle is used for occasional incidental personal use.
- [10.60.40](#) Agencies are required to define circumstances under which they will reimburse travelers for baggage fees on international flights.

- [10.60.30](#) The agency, as part of its positive system of internal control, is to establish the maximum reimbursement for the cost of personal care assistants for disabled employees.
- [10.70.20.b](#) Agencies are to have written internal policies when option 1 is selected for meal and lodging reimbursement for members serving in an advisory, coordinating, or planning capacity.
- [10.70.30.b](#) Agencies are to have written internal policies when option 1 is selected for meal and lodging reimbursement for members serving in a rule-making capacity.
- [10.80.55](#) Agencies are required to institute procedures ensuring that direct payments made to vendors are reasonable, accurate, and necessary for the conduct of the agency's business.
- [10.80.60.b.7](#) Agencies are to establish written policies prescribing a reasonable amount for travel advances.

## Transportation Policies

- [12.20.10.8](#) Every state agency having jurisdiction and control of state-owned or operated motor vehicles is to establish policies and procedures designed to operate these vehicles at the lowest effective cost per mile for the life of the vehicle.
- [12.20.50.a](#) When authorizing employees to travel in their privately owned vehicle rather than in a state owned vehicle or via public transportation, agencies, as part of their required, positive system of internal control over travel, may adopt and use other guidelines for satisfying what is considered advantageous or economical to the state.
- [12.30.20.a](#) We highly recommend that agencies develop internal policies regarding allowing unauthorized passengers to travel in POVs used for official state business and for state rented vehicles.

## Related Policies

- [70.15.10](#) The agency head or authorized designee approves payment for the meals in advance of the meeting by defining in the agency internal policies and procedures.
- [70.10.10](#) Coffee and light refreshments at meeting and training sessions are not allowed unless the agency has formally adopted written internal policies and procedures.
- [70.50.80](#) Agencies employing airplane pilots are to develop internal policies and procedures related to obtaining commercial lodging for flight crews during prolonged standby periods.