

CHANGE IN DTCC TRAVEL POLICY EFFECTIVE JULY 1, 2007

I. OVERVIEW

Effective January 1, 2007, the State of Delaware revised its travel policies to become more closely aligned with those in place for the federal government. Because the College was not notified of this change until late December, we have delayed the implementation of these changes until a further review by the Campus Business Managers and fiscal staff of the Office of the President. It is the intent of the College to implement these changes effective July 1, 2007.

II. MAJOR AREAS OF CHANGE

The major areas of change include: (1) use of the **standard per diem rate** for the United States of \$60 for lodging (plus taxes) and \$39 for meals and incidentals (fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others); (2) use of per diem rates currently in place for the federal government for over **400 high cost locations** in the U.S. that have approved rates above the standard rate; and (3) availability of **per diem rates for international cities**. U.S. per diem rates are set each Federal Fiscal Year, October 1 to September 30. International per diem rates are set monthly.

Standard Rate: This rate of \$60 for lodging and \$39 for meals and incidentals is to be used for those cities not included in the high rate geographical areas referenced in item #2 above. Also, the meal per diem of \$39 now includes incidentals (fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others) which is less than the previous \$45 allocated for meals.

High Cost Location Per Diem: There are over 400 high cost locations in the United States that are to be accessed at the following web site:

www.gsa.gov/perdiem

Within these approved rates, cities may have different approved per diem rates based on the time of year. For example, Phoenix, AZ has different per diem rates for the periods January through March, versus April through August, versus September through December. When reviewing the per diem rates, the approved rates are those listed for the travel dates, not when the travel authorization is being prepared. Some of the sample approved rates appear on the following page.

Federal approved rates for High Cost Locations through September 30, 2007.

	<u>Lodging*</u>	<u>M & I</u>
Philadelphia, PA	\$ 138	\$ 64
Baltimore, MD	\$ 148	\$ 59
New York City, NY**	\$ 214	\$ 64
Washington, DC	\$ 188	\$ 64
Phoenix, AZ**	\$ 141	\$ 59
San Diego, CA	\$ 131	\$ 64
San Francisco, CA	\$ 140	\$ 64
Atlanta, GA	\$ 124	\$ 49
Chicago, IL**	\$ 138	\$ 64
New Orleans, LA**	\$ 148	\$ 59
Boston, MA**	\$ 168	\$ 64

* Tax may be claimed in addition to maximum lodging rate;

** Approved lodging rates vary during year so please check web site
(www.gsa.gov/perdiem) to confirm "seasonal" rates

Per Diem Rates for International Cities: Employees will also be able to access a website for international cities at the following location:

www.state.gov/m/a/als/prdm

These will be the approved per diem rates for the College for international travel.

Per Diems in Excess of 100%: The reimbursement for lodging, meals, and incidental expenses is the actual cost limited to 150% of the locality per diem. Per diems requested greater than 100% but less than or equal to 150% must approved by the Campus Business Manager and Vice President/Campus Director. Per diems can exceed 150% (up to 300%) with the prior approval of the Office of Management & Budget (OMB) requested in writing by the Office of the President Vice President for Finance only after Campus approvals from the Business Manager and Campus Director are obtained.

III. OTHER INFORMATION

1. The application of daily meal and incidental (M&IE) per diem allowances applies to out-of state travel lasting two days or more and requiring overnight lodging; therefore, for determining which meals are reimbursable during partial out-of-state travel days (departure and return days) and for extended in-state and regional travel lasting less than two days, the following chart shall be used.

When travel is:		The allowance is:
More than 12 but less than 24 hours		75 percent of the applicable M&IE rate.
24 hours or more, on	Day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.

- If the traveler and/or college personnel know in advance that a meal(s) is to be provided as part of a conference registration or itinerary without cost to the employee, e.g. included in conference fee, then a reduction to the daily M&IE per diem should be made to the appropriate meal pro-rated as follows:

Breakfast	20%
Lunch	24%
Dinner	50%

Note: The remaining 6% is related to incidental expenses.

- Requirements regarding use of the Supercard will remain substantially the same.
- Out of state travel authorizations will be modified (see attached draft).
- Receipts are still required for common carriers, car rental, lodging, lodging tax and any individual allowed expense that exceeds \$20 including meals and incidental expenses.

DELAWARE TECHNICAL & COMMUNITY COLLEGE
OUT-OF-STATE TRAVEL REQUEST

Name: _____ Date: _____ Destination: _____

*Departure Date (& Time): _____ *Return Date (& Time): _____

Travel Purpose/Justification: _____

Method of Transportation: (Please check)

____ Bus ____ Train ____ Plane ____ Fleet Vehicle ____ Personal Vehicle ____ Other

**Estimated Costs:

Mileage \$ _____

Common Carrier _____

Meals & Incidentals _____ % of Locality Per Diem _____

Lodging (hotel) _____ % of Locality Per Diem _____

Registration Fee _____

Other (specify- tolls, parking, taxi, tips, etc.) _____

TOTAL REQUEST \$ _____

Funding Source: _____ **Amount Approved:** \$ _____
(Program/Coding- budget unit, IBU/MBU, appropriation, etc.)

Requested by: _____ (Employee's Signature)

Approved by:

Supervisor/Department Chair _____ Date: _____

Dean/Director _____ Date: _____

Campus Business Manager _____ Date: _____

Vice President/Campus Director _____ Date: _____

President _____ Date: _____

(Required for Office of the President staff and Vice Presidents)

*Required to determine appropriate meal allowance

**Please attach all pertinent information regarding this travel (e.g. itinerary)

After all signatures are obtained, please forward a copy to your Business/Accounting Office
SUPERCARD MUST BE USED FOR ALL TRAVEL EXPENSES WHERE ACCEPTED

