

DHMH POLICY

<http://www.dhmh.maryland.gov/SitePages/policies.aspx>

Fiscal Services Administration

DHMH POLICY 02.02.10

Effective Date: July 23, 2012

TRAVEL POLICY

I. EXECUTIVE SUMMARY

This policy acknowledges COMAR 23.02.01, Standard Travel Regulations and the State Finance and Procurement Article, §10-203, Annotated Code of Maryland, as the primary authorities for regulating travel of DHMH employees on official business. The Standard Travel Regulations and this policy deal respectively on the State and agency levels with obtaining approvals, making travel arrangements, and obtaining reimbursement.

Additionally, this policy augments the State regulations by defining additional roles and responsibilities in the DHMH travel program. Each DHMH program director, facility director, and local health officer shall designate a Unit Travel Coordinator to be the point of contact for the Department's Travel Coordinator. An emphasis is given to the DHMH internal review and approval process and the officials who have the authority to approve requests for travel, attendance of conferences, seminars, conventions, meetings, etc. are designated.

Arrangements for airline, railway, and ship travel and rental car reservations are to be made by the State Travel Services Contractor through the Department's Travel Reservation Unit. Reimbursement procedures for meals and other expenditures are explained.

II. BACKGROUND

This updated policy supersedes DHMH 02.02.10 Travel Policy effective October 1, 2008. This update increases the difference between estimated versus actual cost of travel at which the Division of General Accounting will contact a fiscal officer for approval and introduces a new form entitled Individual Travel Exception Report. Delegation for approval of out-of-state travel to Program/ Administration Directors, by the Deputy Secretaries for Public Health Services and Behavioral Health & Disabilities, has been removed. Completion of Individual Travel Exception Report is required of a Travel Applicant seeking reimbursement of airline, railway, ship and car rental cost. Reimbursement for use of parking meter has been increased.

III. POLICY STATEMENTS

A. AUTHORITY

1. Authority for this policy and the Standard Travel Regulations is the State Finance and Procurement Article, §10-203, Annotated Code of Maryland.

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Office of Regulation and Policy Coordination
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2. Standard Travel Regulations, COMAR 23.02.01, and this policy are recognized by DHHM as the primary documents regulating DHHM employees' travel on official State business.
3. The Secretary of the Department of Budget and Management (DBM), with the approval of the Board of Public Works, is authorized to set the reimbursement rates for meals and mileage for employees using privately-owned vehicles.
4. The DHHM Secretary delegates responsibility for approval of out-of-state travel requests to the Deputy Secretaries or their designees. With the exception of out-of-country travel, the Deputy Secretaries may delegate this responsibility to program directors, facility directors and local health officers.
5. The DHHM Secretary delegates to the Director of Fiscal Services Administration or designee the role of DHHM Travel Coordinator with the overall authority and responsibility for operations of the DHHM Travel Program and liaison with the State Travel Management Office.

B. ROLES AND RESPONSIBILITIES

The roles and responsibilities identified in the State Travel Regulations are incorporated by reference. The following roles and responsibilities are relevant to the DHHM Travel Program:

1. TRAVEL APPLICANTS - DHHM employees who are requesting approval of travel and/or reimbursement for related expenses are responsible for the following:
 - a. Understanding and complying with the Standard Travel Regulations and other relevant State and DHHM policies.
 - b. Submitting forms that are timely, accurate, complete and include all required documents, in order to obtain approval and/or reimbursement of expenses.
 - c. Supplying their Unit Travel Coordinator, after travel approval has been received, with the necessary information to initiate travel arrangements with the State Travel Service Contractor through the DHHM Travel Reservations Unit.
2. UNIT TRAVEL COORDINATORS shall serve as liaison between the travel applicant and the DHHM Travel Coordinator. Responsibilities include, but are not limited to:
 - a. Assisting applicants in obtaining and preparing all travel related forms (i.e., Travel Advance Request, Individual Request for Out-of-State Travel, etc.).
 - b. Reviewing forms for accuracy and completeness.
 - c. Distributing all required documentation.
 - d. Obtaining all required approvals.
3. SUPERVISORS (Division Chief or higher level supervisor or their designee) shall be responsible for:

- a. Evaluating employee travel requests to determine if they are in the best interest of the Department.
 - b. Ensuring, with the assistance of the unit fiscal officer, that adequate appropriated funds are available.
 - c. Advising the DHHM Travel Coordinator when there is a delegation of authority, if allow by this policy.
4. UNIT FISCAL OFFICERS are responsible for:
- a. Ensuring the availability of appropriated funds to cover the anticipated travel expense.
 - b. Reviewing Expense Report (DHHM 1) for accuracy, completeness and compliance with applicable regulations, policies and procedures prior to submission for payment.
5. The DHHM TRAVEL COORDINATOR shall be responsible for:
- a. Monitoring employee compliance with Standard State Travel Regulations.
 - b. Providing assistance to employees concerning questions and problems with travel.
 - c. Serving as liaison to the State Travel Management Office and the travel and credit service contractors.
 - d. Preparing and submitting reports required by the State Travel Management Office.
 - e. Communicating updates and revisions to policies and procedures to DHHM employees.
 - f. Supervising the Travel Reservation Unit.
6. Travel Reservation Unit shall be responsible for:
- a. Distributing Individual Request for Out of State Travel (DHHM 14).
 - b. Contacting State Travel Services Contractor to secure airline, railway, ship and car rental reservations.
 - c. Reviewing DHHM Expense Report (DHHM 1) for compliance with applicable regulations and policies.
7. DEPUTY SECRETARIES shall evaluate Out-of-State travel requests (except areas inside Interstate 495 (Capital Beltway) in accordance with Section 10 of the Standard Travel Regulations and provide approval or disapproval. If the above function is delegated, the Deputy Secretary is to advise the DHHM Travel Coordinator.
8. The DHHM SECRETARY shall be responsible for:
- a. Providing adequate internal controls over DHHM employee travel.
 - b. Designating an official with overall DHHM Travel Program control (DHHM Travel Coordinator) to monitor employee compliance and other duties.
 - c. Designating approval authorities for out-of-state travel requests and for exceptions to the use of the State Travel Services Contractor.

9. The STATE TRAVEL SERVICES CONTRACTOR, in accordance with Standard Travel Regulations, shall be responsible for the following:
 - a. Acquiring travel services for State employees traveling on official business including all airline, railway, and ship travel; all car rentals; and all lodging reservations except under the following circumstances:
 - (1) An unusual situation makes it impractical or impossible to use the services of the State Travel Services Contractor.
 - (2) The State Travel Services Contractor does not serve the area where the employee is located.
 - (3) Travel arrangements are to be made for the employee by the organizer of a planned conference, convention, or seminar in order to obtain special discounts not available through the State Travel Services Contractor.
 - b. Providing changes to pre-arranged services such as cancellation or rescheduling of tickets, car rental, lodging arrangements, etc. whenever necessary due to changes in employee's travel plans.
10. The STATE TRAVEL MANAGER is responsible for:
 - a. Overseeing operations of the State Travel Management Office.
 - b. Monitoring contractor performance and unit compliance.
 - c. Working with State agencies to ensure the effective and efficient operation of the State Travel Management Program.

C. APPROVAL OF TRAVEL REQUESTS

1. Pre-approval of all travel requests is required regardless of the entity (i.e., State, Federal, non-governmental, or private sources) funding the anticipated expenses.
2. IN-STATE TRAVEL - All travel and related expenses for both routine and non-routine State business (e.g., audits, inspections, training, and conferences) inside the borders of Maryland, and areas inside Interstate 495, the Capital Beltway (including the District of Columbia, Alexandria, Arlington, Falls Church, McLean, and Crystal City, Va.) must be pre-approved by Division Chief, or higher level supervisor or designee. The supervisor must confer with the Fiscal Officer to ascertain the availability of funds prior to approving travel. An Individual Request for Out-of-State Travel (DHHM 14) is **not** required.
3. OUT-OF-STATE TRAVEL - All travel outside the borders of Maryland, except areas inside Interstate 495, the Capital Beltway (including the District of Columbia, Alexandria, Arlington, Falls Church, McLean, and Crystal City, Va.) must be pre-approved through the completion of an Individual Request for Out-of-State Travel (DHHM 14), as described below.
4. OUT-OF-COUNTRY TRAVEL - All Out-of-Country travel must be pre-approved through the completion of an Individual Request for Out-of-State Travel (DHHM 14), as described below.

D. TRAVEL REQUESTS - INDIVIDUAL REQUEST FOR OUT-OF-STATE TRAVEL (DHHM 14) - When required, the Unit Travel Coordinator must submit the DHHM 14 to the DHHM Travel Reservation Unit at least 35 days prior to the travel date, except in cases of out-of-country travel to conventions, conferences, seminars or trainings which must be submitted at least 45 days in advance.

1. Form DHHM 14 must be completed for all travel outside the borders of Maryland, except areas inside Interstate 495, the Capital Beltway. DHHM 14 can be obtained from the DHHM Travel Reservation Unit at **(410) 767-5924** or the traveler's Unit Travel Coordinator. Once all approvals are received, as indicated below, DHHM 14 along with forms and information prescribed by DHHM Travel Coordinator must be forwarded to the DHHM Travel Reservation Unit.

NOTE: IF THE ACTUAL COST OF ARRANGEMENTS AS DETERMINED BY THE DHHM TRAVEL RESERVATION UNIT EXCEEDS THE ESTIMATED COST ON THE DHHM 14 BY MORE THAN \$150, THE DHHM TRAVEL RESERVATION UNIT MUST CONTACT THE UNIT'S FISCAL OFFICER FOR APPROVAL OF ADDITIONAL COSTS.

2. The proper routing for approval of an Individual Request for Out-Of-State Travel (DHHM 14) **not** involving out-of-country travel is as follows:
 - a. Division Chief or equivalent;
 - b. Program /Administration/Facility Director, Local Health Officer, or designee;
 - c. Unit Fiscal Officer;
 - d. Deputy Secretary or designee.

NOTE: TRAVEL FOR THE PURPOSE OF MEETING WITH A FEDERAL COUNTERPART DOES NOT REQUIRE THE SIGNATURE OF THE DEPUTY SECRETARY.

3. The proper routing for approval of an Individual Request for Out-Of-State Travel (DHHM 14) for out-of-country travel **not** involving a convention, conference, seminar or training is as follows:
 - a. Division Chief or equivalent;
 - b. Unit Fiscal Officer;
 - c. Program/Administration/Facility Director, Local Health Officer, or designee;
 - d. Deputy Secretary;
 - e. DHHM Secretary or designee.
4. The proper routing for approval of an Individual Request for Out-Of-State Travel (DHHM 14) for out-of-country travel involving a convention, conference, seminar or training is the same as 3 above in addition to the following routing:
 - a. DHHM Budget Revenue Administration – Budget Management Office
 - b. Department of Budget and Management

NOTE: A MEMO PREPARED ON BEHALF OF THE DHHM SECRETARY TO THE DBM SECRETARY MUST BE ATTACHED TO A DHHM 14 SUBMITTED FOR OUT-OF-COUNTRY TRAVEL TO ATTEND A CONVENTION, CONFERENCE, SEMINAR OR TRAINING. THIS MEMO MUST CONTAIN THE FOLLOWING INFORMATION:

- (1) TRAVEL DESTINATION;
- (2) PURPOSE OF THE TRAVEL;
- (3) DATES AND COST OF THE TRAVEL;
- (4) EXPLANATION OF WHY THE TRAVEL IS NECESSARY AND HOW THE STATE IS TO BENEFIT;

(5) FUNDS USED TO FINANCE ANTICIPATED EXPENSES.

E. EXPENSES

1. TRANSPORTATION

- a. All airline, railway, ship travel and rental car reservations shall be arranged, by the State Travel Services Contractor, through the DHHM Travel Reservation Unit, **410-767-5924**, unless:
 - (1) An unusual situation (i.e., time constraint) makes it impractical or impossible to use the services of the State Travel Services Contractor.
 - (2) State Travel Services Contractor does not service the area where the employee is located.
 - (3) Travel arrangements are to be made for the employee by the organizer of a planned conference, convention, or seminar in order to obtain special discounts not available through the State Travel Services Contractor.
- b. The DHHM Travel Reservation Unit will not make reservations for airline, railway, rental car, etc. until the properly approved DHHM 14, along with all prescribed forms and information is received.
- c. All trip cancellations and partially used tickets must be immediately reported by the travel applicant to their Unit Travel Coordinator who will contact the Travel Reservation Unit. The Unit Travel Coordinator must email the Travel Reservation Unit with the name of the traveler, date of travel, authorization number (H# on DHHM 14) and the reason for the cancellation or unused ticket. If the cancellation or partially used ticket involves the railway, the Unit Travel Coordinator must arrange to hand deliver the ticket(s) to the Travel Reservation Unit.

The DHHM Travel Reservation Unit will contact the State Travel Services Contractor and attempt to obtain a credit for the trip cancellation or partially used ticket. If a credit is obtained, the DHHM Travel Reservation Unit will convey the amount to the applicable Unit Travel Coordinator. It is each Unit Travel Coordinator's responsibility to maintain an accounting of unused fare credits and advise the DHHM Travel Reservation Unit of available credits when making future travel arrangements.
- d. Employees seeking reimbursement of transportation costs (i.e. airline, railway, ship, rental car reservations, etc.) when their arrangements were not made through the Travel Reservation Unit must prepare an Individual Travel Exception Report (DHHM4743B) before reimbursement will be considered. DHHM4743B requires justification as to why arrangements were not made through the Travel Reservation Unit and must be approved by the individuals noted in III.D.2, 3 or 4.

If reimbursement of costs is approved, the employee must attach all required documents/receipts, along with the original and one (1) copy

of the approved Individual Travel Exception Report, to an Expense Report (DHHM 1) before forwarding it to their supervisor and Fiscal Officer for approval. The Fiscal Officer will retain the copy of the Individual Travel Exception Report which will be used to prepare the semi-annual exception report to the Chief, Division of General Accounting.

- e. Use of State-Owned/Private-Owned Vehicles
 - (1) The use of State-owned and leased motor vehicles for official State business is governed by DBM's *Policies and Procedures for Drivers of State Vehicles*.
http://dbm.maryland.gov/agencies/Documents/FleetManagementServices/drivers_manual.pdf
 - (2) The use of privately owned vehicles for official State business is governed by DBM's Policies and Procedures for Vehicle Fleet Management.
http://dbm.maryland.gov/agencies/Documents/FleetManagementServices/fleet_mgmt_manual.pdf
 - (3) DHHM 02.03.06, Motor Vehicle Policy, provides supplemental instructions for DHHM employees using state-owned vehicles.
<http://dhhm.maryland.gov/docs/02.03.06%20Motor%20Vehicle%20Policy%206-30-04.pdf>

2. INSURANCE

- a. Maryland State law confers qualified immunity on State personnel from suit and liability for torts, as provided by the Maryland Tort Claims Act, State Government Article, §12-101 et seq., Annotated Code of Maryland.
- b. Insurance for State-owned and privately owned vehicles is addressed in DBM's *Policies and Procedures for Vehicle Fleet Management, Appendix 6, Section F*.
- c. Employees must decline insurance coverage when renting vehicles for State business and will not be reimbursed for its cost. Insurance coverage is provided by the State as noted in *Policies and Procedures for Vehicle Fleet Management*.
- d. Air travel insurance is provided through the State Treasurer's Office. In the event of an accident, benefits will be paid to individuals designated as beneficiaries with the Maryland State Retirement and Pension System. Questions concerning policy coverage or the designation of beneficiaries shall be directed to the State Treasurer's Office.

3. MEALS

- a. Meal expenses incurred while on official State business are reimbursable in accordance with COMAR 23.02.01.12, State Travel Regulations, at DBM-approved rates in effect at the time of travel.

To be reimbursed for meals at the high cost area rates established by DBM, employees **must** provide original itemized receipts; otherwise,

reimbursement will be limited to the standard rate. No receipts are needed for standard rate meal reimbursement. All meal reimbursement rates include taxes and gratuity. Non-restaurant meals will be reimbursed when an employee has special needs due to health and/or religious reasons.

Meal and Tip Reimbursement Limit Chart:

<http://dbm.maryland.gov/agencies/Pages/MealTipReimbursement.aspx>

NOTE: REIMBURSEMENT MAY NOT BE MADE FOR THE COST OF ALCOHOLIC BEVERAGES

- b. The cost of breakfast is reimbursable when an employee has to leave home on official State business two (2) or more hours before the beginning time of the employee's place of business. The cost of dinner is reimbursable when an employee in travel status cannot get home within two (2) hours after their normal quitting time. In both cases, the 2 hours are in addition to the employee's normal commuting time.
- c. An employee in travel status who meets the criteria under 3b above for both breakfast and dinner reimbursement, on the same day, is also entitled to be reimbursed for lunch.
- d. When an employee is in travel status involving absence from home overnight:
 - (1) To be reimbursed for breakfast on day of departure or dinner on day of return, an employee must meet the conditions in 3b above;
 - (2) Lunch is reimbursable if the employee leaves home or work before 1:00 PM on the day of departure or if they arrive at home or at work after 1:00 PM on the day of return.
- e. If an employee (i.e., physician, psychologist etc.) is assigned to provide service on a shift basis and is expected to work during the dinner or breakfast hour, dinner or breakfast is not reimbursable.
- f. Out-of-country meals will be reimbursed based on the receipt submitted, converted to US dollars. The allowable meal reimbursement rates should be determined by the travel applicant's supervisor prior to travel.
- g. Members of boards and commissions established by statute who do not receive compensation (per diem) from the State may be reimbursed for actual and necessary meal expenses incurred while on official State business. These meal expenses are reimbursable in accordance with Section III.E.3.a - f above.

4. **LODGING**

Lodging reservations related to travel must be made by or for the employee through the State's Travel Services Contractor at

<http://www.globetrottermgmt.com/md/> unless one of the conditions in III.B.9.a(1-3)

exists. The State Travel Services Contractor must be provided with the following information;

- a. Authorization #H03927;
- b. Employee's name;
- c. Name of preferred hotel/motel, if any.

5. OTHER EXPENSES

Other allowable expenses include but are not limited to the following:

- a. Parking meters; limit of \$5.00 per day
- b. Subway and/or local buses;
- c. Porter fees and/or hotel baggage tips which are limited to 3 bags per trip and reimbursed at DBM prescribed rate, when arriving at and departing from common carrier depots, and/or checking into and out of a hotel; <http://dbm.maryland.gov/agencies/Pages/MealTipReimbursement.aspx>
- d. Tolls incurred on the EZPass transponder based on the commuter rate.

NOTE: NO RECEIPTS ARE REQUIRED FOR THE EXPENSES OUTLINED IN 5(a-d) ABOVE. REIMBURSEMENT AT MORE THAN THE EZPASS COMMUTER RATE WILL BE MADE IF DETAILED DOCUMENTATION SHOWING THE ACTUAL CHARGES DEDUCTED FROM THE ACCOUNT IS SUBMITTED.

- e. Telephone and internet access charges are reimbursable, if needed for the performance of official State duties. When calls are charged to a personal phone, a copy of the bill, with business call(s) and cost highlighted, must be submitted with the Expense Report.
- f. When an official or employee is required to be on travel status for a period exceeding five (5) consecutive working days, costs for necessary laundering, cleaning, and pressing are reimbursable.

F. REIMBURSEMENT OF EXPENDITURES

1. The Comptroller, in accordance with COMAR 23.02.01, Standard Travel Regulations, will issue reimbursement for expenses related to official State business when the request is submitted on an approved DHHM Expense Report (DHHM 1).

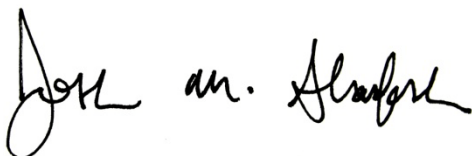
NOTE: AN EMPLOYEE MAY REQUEST AN ADVANCE TO COVER THEIR ANTICIPATED TRAVEL EXPENSES; HOWEVER, AN EXPENSE REPORT MUST BE SUBMITTED WITHIN PRESCRIBED TIMEFRAME TO ACCOUNT FOR THE AMOUNT ADVANCED.

2. Employees will not be reimbursed for expenditures that were incurred in a prior fiscal year unless a letter approved by the individuals noted in III.D.2 indicating that extenuating circumstances exist is attached to the Expense Report.
3. A separate DHHM Expense Report (DHHM 1) must be submitted for each person seeking reimbursement or reporting expenses.
4. Reimbursement will not be made based solely on credit card charge documents. The original itemized invoice, itemized receipt or other supporting documentation is required for all expenditures including hotels, registration fees, taxis, tolls, parking, meals, etc., except as otherwise noted in this policy.

IV. REFERENCES

- Annotated Code of Maryland, State Finance and Procurement Article, §10-203
http://mlis.state.md.us/asp/web_statutes.asp?qsf&10-203
- COMAR 23.02.01, Standard Travel Regulations
http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=23.02.01.*
- DBM-Approved Meal Reimbursement Rates,
<http://dbm.maryland.gov/agencies/Pages/MealTipReimbursement.aspx>
- Privately Owned Vehicle Reimbursement Rates
<http://www.dbm.maryland.gov/agencies/Documents/FleetManagementServices/POVReimburseRates.pdf>
- Policies and Procedures for Vehicle Fleet Management
http://dbm.maryland.gov/agencies/Documents/FleetManagementServices/fleet_mgmt_manual.pdf
- Policies and Procedures for Drivers of State Vehicles.
http://dbm.maryland.gov/agencies/Documents/FleetManagementServices/drivers_manual.pdf
- DHMH 02.03.06 Motor Vehicle Policy
<http://dhmh.maryland.gov/docs/02.03.06%20Motor%20Vehicle%20Policy%206-30-04.pdf>
- DHMH Employee's Travel Page,
<http://indhmh/travel.htm>
- Registration Payment Request Form
http://www.dhmh.maryland.gov/SitePages/sf_gacct.aspx
- Division of General Accounting (DGA) Form Travel Advance Request Form
http://www.dhmh.maryland.gov/SitePages/sf_gacct.aspx
- State Travel Services Contractor
<http://www.globetrottermgmt.com/md/>
- State Fleet and Travel Management Unit
<http://www.dbm.maryland.gov/Pages/DivFleetTravelMgmt.aspx>

Approved:



Joshua M. Sharfstein, M.D., Secretary

July 23, 2012
Effective Date