

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER		
	A-46		
SUBSECTION	EFFECTIVE DATE	PAGE NUMBER	
	July 1, 1994	1	
POLICY/PROCEDURE	AMENDMENT	REVISION	
IN-STATE TRAVEL		June 1, 2010	

PERSONALLY-OWNED VEHICLES

State personnel may be allowed reimbursement for the use of his/her automobile for official state business within the State of Rhode Island at the current mileage rate when it is deemed economical and/or advantageous to the state. Those who are authorized to use their private automobiles on official state business within the State of Rhode Island are to be compensated for actual miles authorized and traveled. See the Controller's Office website for most recent mileage rate communication. Such authorization will be in accordance with the following conditions:

1. The A-14 Vouchers (In-State Automobile Travel Reimbursement and Accounting Report) on the Controller's Office website must be used. Agency specific or other reimbursement forms will not be processed.
2. Vouchers for payment should be completed and filed with the Office of Accounts & Control monthly, but no more than 120 days after travel is completed.
3. Vouchers for payment will be authorized by the appropriate supervisor and/or official of the employee's department or agency.
4. The department or agency will maintain a **daily record of such authorized travel**. The daily record or log of such travel will be available at all times for the purpose of audit or examination.
5. The private automobile used for such travel will be made available for odometer check whenever such a check is deemed advisable.
6. The employee and the appropriate official authorizing such travel will equally be responsible for the validity of any request for compensation for miles actually traveled on state business.

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
	A-46	
SUBSECTION	EFFECTIVE DATE	PAGE NUMBER
	July 1, 1994	2
POLICY/PROCEDURE	AMENDMENT	REVISION
IN-STATE TRAVEL		June 1, 2010

No transportation costs will be allowed between any employee's place of residence and his/her office. However, in connection with work-related field trips, when the distance between the employee's residence and his destination is greater than the distance between his residence and his office, the field trip mileage in excess of the mileage between the employee's residence and his office is reimbursable. In that instance the travel voucher should contain the following special certification:

"I hereby certify that the above mileage is correct and was incurred for official state business; that the travel from my residence to the destination was greater than the travel between my residence and my official station."

Signature of Traveler

If the distance from the employee's place of residence and his field trip destination is shorter than the distance between his residence and his office, no reimbursement of mileage will be allowed. The employee is required to enter his actual odometer readings on the travel voucher whether traveling from his residence or from his office to and from the field trip destination.

OTHER EXPENSES:

1. Conference registration fees are an allowable expense when paid to attend conferences related to official state business. The traveler must attach the conference attendance certificate or receipt to the In-State Automobile Travel Reimbursement and Accounting Report when seeking reimbursement. If prepayment of the conference fee is required, the fee should be paid via Purchase Card, or RIFANS Batch Payment if credit cards are not accepted. Supporting documentation, including all appropriate approvals, must be submitted with the Purchase Card reconciliation or RIFANS Batch Payment.

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
	A-46	
SUBSECTION	EFFECTIVE DATE	PAGE NUMBER
	July 1, 1994	3
POLICY/PROCEDURE	AMENDMENT	REVISION
IN-STATE TRAVEL		June 1, 2010

2. No meals or lodging will be allowed in connection with travel within the state, except when circumstances make this expense necessary. A complete written explanation of the circumstances that caused meals or lodging to be necessary, including signature of agency director, must accompany the travel expense Report (A-14x). Meals provided at conferences within the state are allowed if the cost of the meal is part of the conference registration fee.
3. Employees can obtain reimbursement for parking while on official state business within the State of Rhode Island in the following circumstances:
 - (a) Off-street parking in public or private parking lots. The traveler should obtain a validated receipt to support a claim for reimbursement
 - (b) On-street or off-street parking in metered parking spaces.

If the total reimbursement amount for parking for any single travel instance exceeds \$5.00, a validated receipt(s) must be attached to support a claim for reimbursement.

The daily amount of parking expenses should be listed under "Other" on the A-14X form. An asterisk (*) should precede each daily amount. The total should be listed as "* Parking: \$ X.XX" in the lower left corner of the A-14X Form.

4. The state will reimburse for tolls paid to travel on roads and bridges. Receipts are required for all toll reimbursement requests. If an employee has a personally owned EZ-Pass transponder, a copy of the detailed account statement showing each individual toll must be attached to the reimbursement voucher. Each daily amount should be listed under "Other" on the A-14X form. Each daily amount should be preceded by two asterisks (**). The total amount of tolls for the period should be listed as "*** Tolls: \$ X.XX" in the lower left corner of the A-14X form.

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
	A-46	
SUBSECTION	EFFECTIVE DATE	PAGE NUMBER
	July 1, 1994	4
POLICY/PROCEDURE	AMENDMENT	REVISION
IN-STATE TRAVEL		June 1, 2010

5. Expenses other than those listed above should not appear on In-State Automobile Travel Reimbursement and Accounting Report (Form A-14X) and will not be processed for payment.

The request for payment of in-state travel expenses must be submitted on an In-State Automobile Travel Reimbursement and Accounting Report (Form A-14X) and should include the following items:

1. Employee's name.
2. Employee's position title.
3. Purpose(s) of travel.
4. Date of preparation of Travel Expense Voucher.
5. Account number(s) to which the expenses are to be charged.
6. Period of time covered by in-state travel.
7. Make, model, year and registration number of the automobile(s) used during the period for official state business.
8. For each day of authorized travel, the odometer readings at the beginning and ending of each trip as a basis for computing miles traveled. All travel must be by commonly traveled routes unless satisfactory official necessity is established for the use of other routes.
9. The traveler and an authorized agent's signature on the In-State Automobile Travel Reimbursement and Accounting Report Expense (A-14X) to be submitted for reimbursement.

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
	A-46	
SUBSECTION	EFFECTIVE DATE	PAGE NUMBER
	July 1, 1994	5
POLICY/PROCEDURE	AMENDMENT	REVISION
IN-STATE TRAVEL		June 1, 2010

Volunteers who are requested to use their private automobiles on official state business are compensated at the current mileage rate for actual miles authorized and traveled. Volunteers are subject to the same authorization and record keeping requirements as employees for the reimbursement for the use of personally-owned automobiles. See the Controller's Office website for most recent mileage rate communication. The RIFANS Batch Invoice is to be used to reimburse volunteers, accompanied by a copy of the In-State Automobile Travel Reimbursement and Accounting Report Expense (A-14V) to account for vehicle odometer readings. The In-State Automobile Travel Reimbursement and Accounting Report Expense (A-14V) must be completed, signed and submitted by each volunteer seeking reimbursement. An Authorized Agent must review and sign each voucher submitted.

The state will not pay or reimburse any costs, fines, penalties, or assessments incurred by a traveler that resulted from violation of any federal or state law or local ordinances while operating a vehicle on official state business.

All In-State Automobile Travel Reimbursement and Accounting Reports are available on the Controller's Office web site (<http://controller.doa.state.ri.us>).

NOTE: All provisions of a collective bargaining agreement which modify or supplement this policy shall take precedent over any portion of this policy that may be in conflict with such agreement. In case of such modification or supplementation by a collective bargaining agreement, those portions of this policy not affected thereby remain in full force and effect.