



**COLORADO**

**Department of Transportation**

Office of Policy and Government Relations  
2829 W. Howard Place, Suite 562  
Denver, CO 80204

## **RELEASE MEMORANDUM**

**TO:** All CDOT Employees  
**FROM:** Shoshana M. Lew  
**RE:** Updated Procedural Directive 207.1 “In-State Travel”  
**DATE:** June 11, 2019

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1. Name of Updated Procedural Directive: “In-State Travel”

2. Executive Summary: PD 207.1 has been updated with revised requirements from the Executive Management Team as well as changes from the updated State Fiscal Rules. The key changes are the following:

- At the direction by management, travel by employees will only be approved when it is for the benefit of the state and is mission critical.
- Regional Transportation Director or HQ EMT member approval is required for meetings with overnight stay in the following instances:
  - All meetings of more than one and up to five employees travelling within a single region, or more than one and up to five HQ employees travelling to a region
- Deputy Director approval is required for meetings where overnight travel is expected for in the following instances:
  - All group meetings by employees of multiple regions and/or HQ
  - All group meetings of more than five individuals within the same region and/or HQ
- Based on the updated fiscal rules, employees must submit their travel reimbursement requests to their supervisor within 60 days of completion of travel. Any requests submitted between 61-90 days after the last day of travel must be accompanied by a justification and the employee will be taxed for any reimbursement. No reimbursement will be given if the request is submitted after 90 days from the last day of travel.

3. Office to Contact with Questions: Accounting and Payroll Office

4. Effective Date of Updated Procedural Directive: June 11, 2019



<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>		<input type="checkbox"/> <b>POLICY DIRECTIVE</b> <input checked="" type="checkbox"/> <b>PROCEDURAL DIRECTIVE</b>
Subject <b>In-State Travel</b>		Number <b>207.1</b>
Effective <b>06/11/19</b>	Supersedes <b>02/04/10</b>	Originating Office <b>Accounting and Payroll</b>

**I. PURPOSE**

The purpose of this Procedural Directive is to establish guidelines for in-state travel to ensure that expenditures do not exceed three percent growth from actual expenditures in the base year FY 2014.

**II. AUTHORITY**

Executive Director pursuant to § 43-1-105, C.R.S.

State of Colorado Fiscal Rules, 1 CCR 101-1, Rule 5-1

**III. DEFINITIONS**

Employee: shall mean an individual, temporary or permanent, employed with CDOT, and who, for purposes of this Directive, is away from home and: a) whose duties require him or her to be away from his or her Regular Work Location substantially longer than an ordinary day’s work; and b) who needs to sleep or rest to meet the demands of his or her work while away from his or her Regular Work Location. (Fiscal Rule 5-1, §2.26)

Expenses Incurred for the Benefit of the State: Expenses incurred that enable a State Employee or a State official to perform their assigned duties or enable a State Agency to carry out the responsibilities required by law. (Fiscal Rule 5-1, §2.6)

In-State Travel: Travel within the State of Colorado and to the immediate area outside the State that is a necessary part of an otherwise “in-state” trip. (Fiscal Rule 5-1, §2.8)

Transportation: Travel by commercial airline, railroad, bus, taxicab; State-owned, leased or personally owned automobile or airplane; or any other means of conveyance.

Traveler: A State Employee who receives required approvals to travel on State Business. (Fiscal Rule 5-1, §2.23)

**IV. PROCEDURE**

**A. In-State Travel Requirements**

1. Appointing Authorities and supervisors are strongly encouraged to consider alternatives to long distance and overnight travel when approving staff requests to travel throughout Colorado. Overnight accommodations should be limited to only situations where it is absolutely necessary.
2. Appointing Authority's Responsibilities: The Appointing Authority or his/her delegee shall review the expenses claimed by the Employee and authorize a purchase, advance, or reimbursement for only those expenses incurred for State Business. The Appointing Authority or

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his/her delegee may require documentation, in addition to the documentation prescribed by State Fiscal Rule, deemed necessary or advisable by the Appointing Authority or designee in connection with the review and authorization of expenses. (Fiscal Rule 5-1, §3.4)

3. Travel charged to the State, regardless of the funding source, shall be for the benefit of the State, mission critical, and completed using the most economical means available which will satisfactorily accomplish the State's business.

4. All meetings of more than one and up to five Employees travelling within a single region, or with more than one and up to five headquarters Employees travelling to a region, where overnight stays are expected must be brought to the respective RTD or headquarters EMT member for prior approval.

5. All group meetings that involve overnight travel by Employees of multiple regions and/or headquarters, or more than five individuals within the same region and/or headquarters, must be brought to the Deputy Director prior to travel. This includes periodic meetings of specialty groups, large conferences, and similar events.

6. The number of Employees attending an in-state function shall be at the discretion of the Executive Director, or his or her designee.

7. Internal Training. CDOT offers a variety of internal training, such as supervisor classes (e.g., progressive discipline process, hiring process) and employee training (e.g., Leadership Journey, SAP, IT, TETP, MTA, etc.). Wherever possible, employees should attend internal CDOT training classes as close as possible to their work location and plan to travel to and from their home to the training class. Employees must obtain approval from their supervisor before signing up for a training in the LMS and making travel arrangements.

8. Trips by automobile to a neighboring state where an overnight trip is not anticipated to be necessary may follow the rules of this Procedural Directive rather than those of PD 207.2, Out-of-State Travel.

9. Hotels should be selected by first referring to the list of hotels under the CDOT State Lodging Program, available on the Center for Procurement and Contracts website (<http://intranet.dot.state.co.us/best-dot/procurement/>).

## **B. Carpools, Video Conferencing, Telephone Meetings, and Other Alternatives to Travel**

1. Appointing Authorities must determine whether meeting attendance in person requiring travel by attendees is necessary and why the objective of the meeting cannot be met using remote meeting capabilities as described below. Where possible, video or telephone conference should be used instead of travel.

2. CDOT has invested in video teleconference facilities at key offices across the state, and has a remote training/meeting capability established to allow remote meeting attendees the ability to link to the meeting moderator's computer and enter into a conventional teleconference in order to conduct effective remote meetings.

3. While CDOT prefers meetings be held by remote means, CDOT does conduct a number of meetings around the state as part of its business. If the Appointing Authority or delegee determines that meeting attendance in person is necessary, carpooling to remote meetings must be done by all meeting attendees to the extent possible. CDOT's Policy Directive 9.0 and Procedural Directive 9.1 provide further detail with regards to use of motor pool vehicles versus personal vehicles.

### C. Travel Vouchers and Expense Reports

1. Travel reimbursement requests shall be submitted on an Employee Expense Report (CDOT Form #215, enclosed with this procedure). (Fiscal Rule 5-1, §9.1)

a) An employee must complete the reimbursement request for approval to their supervisor within 60 days from the last day of their travel. All reimbursement requests submitted after 60 days from the last day of travel will be taxed to the employee. No reimbursement will be given if a request is submitted after 90 days from the last day of travel.

b) Reimbursement requests submitted between 61-90 days from the last day of travel must be accompanied by a justification memo signed by the employee and the supervisor as to why the submission was late.

c) Supervisors must review, sign, and forward the reimbursement request to the respective Business Office within five (5) business days. If the reimbursement request was submitted to the supervisor after 60 days from the last day of travel, the Business Office shall send copies of the justification memo and the processed reimbursement request to Payroll for tax purposes.

2. Lodging, meals, or other reimbursable travel expenses shall only be reimbursed for the period of time necessary for the traveler to accomplish the State business. If lodging, meals, or transportation are included in conference fees, registration fees, or are otherwise furnished at no additional cost, no reimbursement shall be made for these items. Employees authorized to travel shall be reimbursed the actual cost of reasonable accommodations. Employees are required to use approved or designated lodging facilities. The table below provides a helpful guideline of approved travel expenses, how they are reimbursed, and whether a receipt is required to obtain reimbursement.

### D. Meals

1. Employees authorized to travel shall be reimbursed for the cost of meals, including tax, tip and other incidental expenses at the per diem rates established by the State Controller (<https://www.colorado.gov/pacific/osc/travel-fiscal-rule>). Receipts for meals are not required.

2. Meals for Days of Employee Departure and Return –

a) An Employee may claim meals based on departure and arrival time. Breakfast cannot be claimed unless departure is prior to 5:00 am at the departing city. Lunch cannot be claimed unless departure is before 11:00 am at the departing city or return is after 1:00 pm at the

destination city. Dinner cannot be claimed, unless return is after 8:00 pm at the destination city. The applicable per diem is based on where the meal is eaten.

b) If a meal is provided such as a continental breakfast at a hotel or a working lunch at a meeting, per diem may not be charged unless the meal is determined to be inadequate by the Employee.

#### **E. Other Allowable Travel Expenses**

1. In addition to lodging, meals, and transportation, the following actual expenses incurred may be reimbursed:
2. Commercial transportation, such as a taxi and shuttle expenses; parking fees; registration fees; telephone, fax, internet access and other similar miscellaneous business expenses paid for state business, toll road charges; and camping site fees paid for a commercial camp ground or a state or national park. See the table above for information pertaining to reimbursements and required receipts.

#### **F. Non-reimbursable Travel Expenses:**

1. The following expenses shall not be reimbursed:
  - a) Alcoholic beverages or recreational marijuana, entertainment expenses, personal expenses that are primarily for the benefit of the traveler and not directly related to state business, political expenses, travel insurance paid by the traveler, cost of traffic fines, traffic tickets, or parking tickets, premium add-on costs on airline tickets, unless pre-approved by the Employee's Appointing Authority or delegee, or late fees for state credit cards.
  - b) Tips: A traveler cannot claim tips as a separate item on the Employee Expense Report. Tips paid to porters, baggage carriers, bellhops, hotel maids, and skycaps for airport check-in are included in Incidental Expenses. Tips paid in conjunction with meals are included in the standard meal allowance. Tips for commercial Transportation, such as taxi and shuttle drivers, shall be reimbursable as part of and shall be included in the cost of the Transportation.

#### **G. Exceptions to the Rule:**

1. Allowances for Members of Statutory Boards or Commissioners. Board or commission members may also be paid in accordance with the statutory provisions, for actual and necessary expenses in the performance of their duties. (Fiscal Rule 5-1 §11.4)
2. Allowances for Travel Not Solely for State Business. If travel is for state and personal business, the individual shall make reasonable allocation of the expenses and turn in documentation to indicate the allocation request.
3. Travel within a Single Day – If travel outside the Traveler's Regular Work Location is completed wholly within a single day, reimbursement for lunch shall not be allowed. If, however, an

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Employee or official leaves home **at 5:00 A.M. or earlier** on State Business that requires the Employee to extend the workday, the Appointing Authority or delegee may allow a meal per diem for breakfast. In addition, if an Employee or official remains away from **home until 8:00 P.M. or later** on State Business, the Appointing Authority or delegee may allow a meal per diem for dinner. See State Controller Travel Policies. (Fiscal Rule 5-1, §11.1)

4. Allowances for Travel by Privately Owned Automobile. Reimbursement is allowed for actual business mileage traveled when using a privately owned vehicle for business purposes. Employees will be reimbursed at the mileage rate for two-wheel drive vehicles.

**H. Quarterly Report to Executive Management Team on In-State Travel**

The Chief Financial Officer shall prepare a report to the Executive Management Team on a quarterly basis, or as directed by the Executive Director, aggregating each Division or Office’s In-State Travel expenses for the quarter, and the progress on the department’s overall goal of reducing expenditures for in-state travel activities.

**I. State Fiscal Rules.** All Employees should refer to the State Fiscal Rules and the State Travel website (<https://www.colorado.gov/pacific/osc/travel-fiscal-rule>) for specific information on travel rules and regulations.

**V. IMPLEMENTATION PLAN**

The Office of Policy and Government Relations shall post this Procedural Directive on the PDs webpage on CDOT’s intranet as well as on public announcements.

**VI. REVIEW DATE**

This Procedural Directive shall be reviewed on or before May 2024.

  
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Shoshana M. Lew  
Executive Director

6/11/19  
Date of Approval

## Appendix A: Allowable Travel Expenses

Type of Travel Expense	Reimbursement	Receipt Required?
Lodging	Actual	Yes
Meals (Standard)	Per Diem Rate ( <a href="https://www.colorado.gov/pacific/osc/travel-fiscal-rule">https://www.colorado.gov/pacific/osc/travel-fiscal-rule</a> )	No
Meals (Camping)	60% of the applicable Per Diem Rate	No
Incidental Expenses	Per Diem Rate ( <a href="https://www.colorado.gov/pacific/osc/travel-fiscal-rule">https://www.colorado.gov/pacific/osc/travel-fiscal-rule</a> )	No
Transportation, Parking, Transportation Tips (other than airfare)	Actual	Yes if over \$25
Rental Vehicles	Actual	Yes
Airfare	Actual	Yes
Tips for Incidental & Meals	Included in Per Diem Rate	No
Registration Fees	Actual	Yes
Other Allowable Travel Expenses not Paid with a Commercial Card	Actual	Yes if over \$25
Other Allowable Travel Expenses Paid with a Commercial Card	Actual	Yes
Mileage for Personal Vehicles	<a href="https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate">https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate</a>	No