



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
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**PAGE
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SUBJECT

TRAVEL

SUB-TOPIC

REIMBURSEMENT/NON-REIMBURSEMENT FOR OTHER TRAVEL EXPENSES, Continued

7. Copies made by the employee that are required by the agency for informational or investigative purposes.
8. Freight charges to ship state equipment or materials.
9. Admittance fees to functions while accompanying clients of the state.
10. Foreign Travel: Passport or visa charges, airport board passes, departure taxes in foreign countries and inoculations.
11. Employees may be reimbursed in amount not to exceed \$25 for emergency purchases of postage. All other purchases for postage must be made payable to the U.S. Postmaster.
12. Notary fees for official documents.
13. Charges to exchange U.S. currency and vice versa. The exchange rate used for conversion of monies must be stated. Losses caused by exchange rate fluctuations are not reimbursable.
14. Toll fees incurred on the use of a personally-owned or leased vehicle for the conduct of state business.

All of the "Other Traveling Expenses" should be detailed on page one of the Travel Voucher.

C. Non-Reimbursable Travel Expenses

An employee will not receive reimbursement for the following travel expenses:

1. Tips or gratuities of any kind.
2. Excess baggage charges for personal belongings.
3. Kennel expenses for pets.
4. Any other personal expense items such as cleaning or laundry.