

Department Travel Policies

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- **Employee must submit travel receipts to Lisa Moran within 5 business days of return. If this deadline is not met the employee will be responsible for submitting their own expense report in Chrome River.**

BEFORE

Prohibited Reimbursements

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Meals and Lodging

- appropriated funds, state or federal grant funds not
employee
to exceed the maximum allowable rate for that location (per diem).

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

- Overages will not be covered by the
department

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