



STATE OF DELAWARE  
**THE JUSTICE OF THE PEACE COURT**

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ALAN G. DAVIS  
CHIEF MAGISTRATE

**POLICY DIRECTIVE 22-269**

**TO: ALL JUSTICES OF THE PEACE  
ALL NON-JUDICIAL COURT EMPLOYEES**

**FROM: ALAN G. DAVIS *ASD*  
CHIEF MAGISTRATE**

**DATE: JULY 6, 2022**

**RE: TRAVEL POLICY**

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**1. Introduction**

**1.1 Purpose**

The purpose of this policy directive is to provide guidelines and specific procedures with regard to incurring and reporting authorized travel expenses for employees and judges (hereinafter encompassed in the term 'employees') incurred in the conduct of State business for the Justice of the Peace Court.

This policy directive is intended to align with the State of Delaware travel policy, which is an "Accountable Plan" for IRS purposes. As such, employee reimbursements are not reported as pay. "Accountable Plans" require per diem rates be "similar in form to and not more than the federal rate". The federal rates are established by the U.S. General Services Administration (GSA) each year for the period October 1 to September 30. This policy directive requires travelers to use the GSA rates effective during the period of travel.

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## 1.2 Scope

This policy directive does not cover every possible situation, but it establishes adequate parameters for employees to make appropriate judgments about the expenditure of State funds. Employees should always consider alternatives to travel prior to submitting travel requests. Other options to travel include, but are not limited to, teleconferencing, video conferencing, and webinars.

This policy directive applies to all Justice of the Peace Court employees who are engaged in authorized travel and who expend State funds for travel purposes. It supersedes Policy Directive 12-245, Policy Directive 95-155, and Policy Directive 95-155 Revised, all of which may be retained for historical purposes.

## 1.3 Travel Authorization

All out-of-state travel that extends beyond one day must be approved by the Chief Magistrate or Court Administrator. All requests must be made on the Travel Authorization Form (AP006);<sup>1</sup> however, employees should not apply for a PCard unless instructed to do so by the Fiscal Unit. A copy of the conference or meeting program should be attached to the form. The authorization form must be submitted at least ten business days prior to the traveling day.

## 1.4 Travel Management Company

The State has contracted with a travel management company for booking transportation, other than rental cars, and lodging services. Employees may use this booking system unless one of the following conditions is met:

1. Travel is completely paid by an agency outside of the State that requires booking of travel reservations through their designated sources.
2. The employee is attending an event or conference that provides 'no cost' travel reservation services, and where the sponsoring entity pays all travel expenses-- either through direct billing or via post-travel reimbursement to the State.
3. The employee is attending a conference that provides lodging rates at or below the cost of the travel management company or the location of the travel management company's lodging results in additional local transportation costs.

## 1.5 PCard

1. The preferred method of payment for travel expenses is the State purchasing card (PCard). However, employees that are not assigned PCards may submit expenses for reimbursement (see Section 5) or arrange for certain expenses to be paid by

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<sup>1</sup> <https://extranet.fsf.state.de.us/documents/forms/AP006e.pdf>

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another employee with a PCard. The PCard must not be used for personal or unauthorized purposes; it is to be used for State personnel authorized expenses only. Employees may not use the PCard to charge expenses for others (including family members) not on official State business, even with the intent to reimburse the State. The PCard may not be used for cash withdrawal. See **the State Budget & Accounting Manual and Court internal control procedures** for additional guidance on the PCard program.

Employees should obtain a receipt for all transactions and are required to obtain an **itemized receipt** for all transactions over \$10.00 unless exempted under the Travel Per Diem exceptions. The receipt must be legible, itemized (reflecting the good or service purchased), and contain the vendor name, date of purchase, and price of each item. A receipt description, which only states “Miscellaneous” or “Merchandise”, or only includes a vendor’s stock or item number, is not acceptable. Receipt documentation may be paper or electronic. The Uniform Electronic Transaction Act (UETA) (**6 Del. C. Chapter 12A**) permits copies of receipts, electronic documentation includes pictures of receipts taken with a smartphone or other electronic device.

Under extenuating circumstances, the employee may be unable to obtain an itemized receipt over \$10.00. In this case, the employee must complete an Affidavit for Missing and Non-Itemized Receipts (AP005)<sup>2</sup>. The employee must provide a detailed explanation as to why an itemized receipt is not available. The affidavit must be approved and signed by the employee’s immediate Supervisor and Court Administrator if \$40.00 or less and the Chief Magistrate when over \$40.00 but not exceeding \$100.00. The Office of Management and Budget (OMB) and Division of Accounting (DOA) approval is only required for transactions exceeding \$100.00. When required, the affidavit must be submitted to OMB within 30 days of the transaction to be considered for reimbursement. If the Affidavit for Missing and Non-Itemized Receipts is not submitted as required, reimbursement is expected within 45 days from the transaction date.

All travel documentation must be provided to the Fiscal Unit **within seven business days** after the completion of travel, including all itemized receipts, the Travel Authorization Form (AP006), and a reconciliation of the estimated versus actual expenses. This action is required in order to document the expenses of the trip. The Travel Reconciliation Form (AP009)<sup>3</sup> is provided as an optional tool for this reconciliation.

NOTE: The PCard must not be used for personal or unauthorized purposes. In the event an unauthorized transaction occurs, the employee must submit reimbursement within 30 days of the transaction. A copy of the check, deposit slip, and supporting detail should be filed with the traveler’s paperwork in case of an audit.

2. There are times when a cardholder is reimbursed for travel from an external/member

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<sup>2</sup> <https://extranet.fsf.state.de.us/documents/forms/AP005e.pdf>

<sup>3</sup> <https://extranet.fsf.state.de.us/documents/forms/AP009e.pdf>

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organization. In these cases, the cardholder is responsible for notifying the coordinator and documenting on the Travel Authorization Form that the reimbursement will be requested. When the reimbursement is received, it should be credited against the expenditures incurred for that specific trip. A copy of the check and deposit slip should be filed with the traveler's paperwork in case of an audit.

## 1.6 Cancellation

When changes in travel require cancellation or revision of carrier tickets, car rental, or lodging arrangements, the employee must notify the travel coordinator and/or the manager approving travel as soon as possible so the necessary changes can be made. State funds should not be expended to pay for unused reservations unless the Court is satisfied that failure to cancel or use the reservation was unavoidable. An explanation for the cancellation should be documented and forwarded to the Fiscal Unit. The travel management company allows the Court to receive a credit to be used for future travel of any employee.

## 2. Transportation: Common Carrier

### 2.1 General

All trips requiring the use of common carrier must have prior approval by the Chief Magistrate or Court Administrator.

The mode of travel must be the method most advantageous to the State after considering total cost, the most economical use of time of the personnel involved, and the requirements of the trip.

The standard for common carrier travel is coach fare. Common carrier should be booked at the lowest available fare consistent with reasonable business travel planning through the travel management company.

Travelers should make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers must not specify particular airlines or other carriers to accumulate mileage on promotional plans, such as frequent flyer programs for personal gain.

Travelers should purchase tickets in advance of travel to take advantage of special discount rates, or other savings that will accrue to the State.

**Note: The travel management company will issue a credit for cancellation of a flight.**

Baggage charges assessed by airlines are reimbursable to the traveler if and only if the charges are directly related to the work mission. The employee is limited to one checked bag. The need for additional bags must be preapproved by the manager approving travel.

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State funds must not be expended to pay for priority boarding or preferred seating unless it is deemed medically necessary. Preferred seating may be approved if it is the only seating available or the cost of the preferred seating is less than taking a different flight. Documentation must be provided to the travel coordinator and/or the manager approving travel, prior to booking, for approval of preferred seating.

Organizations are encouraged to examine the advantage of fares requiring early trip departure or delayed return. The additional cost of meals and lodging for the required extra day(s) stay must be considered when comparing cost.

## **2.2 Air Travel**

### **1. Accommodations**

When commercial airlines are used as a mode of travel, accommodations should be coach/economy class, unless some other class is more economical. Airline travel may be booked through the travel management company unless an exception in Section 1.4 is met.

### **2. Routing of Travel**

All travel must be by the most economical and direct routes. If a person travels by an indirect route for personal convenience, the extra expense must be the responsibility of the individual. Reimbursement for expenses must be based only on the cost of the most economical and direct route.

## **2.3 Rail Travel**

### **1. Accommodations**

When rail travel is the most appropriate mode of transportation, the most economical class accommodations should be used. Rail travel may be booked through the travel management company unless an exception in Section 1.4 is met.

### **2. Routing of Travel**

All travel should be by the most economical and direct routes. If a person travels by an indirect route for personal convenience, the extra expense must be the responsibility of the individual. Reimbursement for expenses must be based only on the cost of the most economical and direct route.

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## 3. Transportation: Passenger Vehicles

### 3.1 State-Owned Vehicles

State-owned Fleet vehicles should be used for out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel, and parking.

1. An employee must complete an *Authorized Driver Designation Application* for Fleet Services to be eligible to use a State vehicle. Once authorized by Fleet Services, a PIN number is assigned to the employee, which is used for the fuel access card in each vehicle.
2. An employee must have supervisory approval to reserve a Fleet vehicle.
3. Upon receipt of a reservation confirmation number, the employee must send a copy to the Fiscal Unit via e-mail or State mail.
4. When traveling out-of-state, the employee must report the trip mileage on the form faxed to the employee with the confirmation. This form should be faxed to Fleet Services immediately upon return.
5. Employees are encouraged to carpool when using Fleet vehicles to travel to and from the same event or destination in order to reduce the cost of travel.
6. Employees located in northern New Castle County are encouraged to inquire about the availability of any “pool” vehicles located at Court 11/13 prior to reserving a Fleet vehicle. Employees must be authorized by Fleet Services to access the “pool” vehicles.
7. All drivers must be aware of and understand the Fleet Services Operating Policies and Procedures and must refer to the Fleet Services Handbook for additional information. These may be found at [gss.omb.delaware.gov/fleet/](http://gss.omb.delaware.gov/fleet/).
8. In accordance with Title 29, Delaware Code, §6505, all fines for parking tickets or other traffic violations are the sole, personal responsibility of the driver.

### 3.2 Privately-Owned Vehicles

1. The use of privately-owned vehicles for out-of-state travel should require prior approval of the Chief Magistrate or Court Administrator. Reimbursement of private vehicle expenses is at the rate prescribed by **Delaware Code, Title 29, §7102**, and only for actual and necessary miles traveled.

In considering approval, the Court should take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days.

2. When two or more employees travel in a privately-owned vehicle, only one mileage reimbursement will be approved.
3. Vehicles from Fleet Services should be used for in-state travel; therefore, reimbursement for use of privately-owned vehicles for in-state travel is discouraged.
  - a. The Chief Magistrate may allow exceptions to this policy when travel is required for Court- or State-related meetings, conferences, or training.
  - b. The Chief Magistrate may allow exceptions to this policy for employees who



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regularly travel to various Court locations. Consideration will be given to availability of a Fleet vehicle, the best use of the employee's time, and the most economical route.

- c. Reimbursement of private vehicle expenses is at the rate prescribed by **Delaware Code, Title 29, §7102**, and only for actual and necessary miles traveled. (**Exhibit A** is a table of distances between Court locations.) If approval for the use of a privately-owned vehicle is not received in advance, the total amount reimbursed for in-state mileage to an individual on a single day shall not exceed the Fleet Services daily discounted rental rate for a compact sedan. When an employee travels to a location other than his or her assigned work location from his or her home, actual mileage reimbursed will equal actual miles driven less the employee's normal commute. Normal commute is defined as the round-trip distance from home to the assigned work location.
- d. The State will not provide insurance coverage to repair an employee's vehicle for damages incurred when it was used for State business. An employee's personal automobile policy provides primary coverage for accidents in which the employee is involved in his or her personal vehicle.
- e. The State shall not be held liable for any personal or property damage nor any costs, fees, or surcharges which might be imposed on an employee's personal automobile insurance policy, resulting from an accident or traffic violation which occurs while the employee is using his or her personal vehicle for official Court business.
- f. Parking costs incurred at the employee's assigned work location are not reimbursable; however, parking costs incurred while at other Court locations are reimbursable when receipts are provided.
- g. Tolls incurred for in-state travel are reimbursable. Receipts are required for tolls that exceed \$10.00 per day. Tolls incurred during an employee's normal commute are not reimbursable.

### 3.3 Rental Cars

#### 1. General

The use of a rental car when traveling out-of-state must be justified as an economical need and not as a matter of personal convenience. All rentals should be at the most economical rate per day, including government rates. When traveling in groups, the sharing of vehicles, when practical, should be done to minimize costs.

To ensure the most cost-effective rates are available, all approved rental car arrangements must be made in accordance with the Statewide Contract.

Reimbursement will not be allowed for the use of a rental car within the State. A Fleet Services vehicle must be used if a car is needed.

#### 2. Vehicle Size

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Whenever possible, compact cars should be rented or reserved. However, if a larger size vehicle is more economical or more than two travelers are traveling together, the larger vehicle may be appropriate.

3. Insurance

The PCard should be used to pay for rental cars. Use of the PCard provides collision and theft coverage from the card provider. To activate the coverage, the rental transaction must be completed with the PCard and any Collision Damage Waiver (CDW) coverage, which is offered by the car rental company, must be declined. Reimbursements for additional or optional insurance coverage will not be approved.

4. Refueling Before Return

To avoid a refueling surcharge, all rental cars must be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee or State must be explained on the reimbursement request.

## 4. Per Diem Expenses

### 4.1 General

1. Expenses should be based on actual expense method.

2. Per Diem Rates

a. Organizations will use the rates established by the GSA for locations within the United States. The per diem for a location is a combination of a lodging allowance, meals allowance and incidental expense allowance.

b. Within the United States, a standard rate is published each year and covers all locations.

c. All per diem rates can be found at:

(1) <http://www.gsa.gov/perdiem>

- Rates are set each Federal Fiscal Year - October 1 to September 30. (See **Exhibit B** for an example of GSA website tables and how to calculate the maximum per diem rate and the rate for the first and last day of travel.)
- The GSA Max lodging by Month rate may fluctuate throughout the year for certain cities/regions. The traveler must use the rate for the month in which travel will occur.



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## 4.2 Lodging and Meals and Incidental Expenses (M&IE)

### 1. Lodging

- a. Lodging costs are authorized when approved official travel is out-of-state, more than 12 hours, and overnight lodging is required. Lodging may be booked through the travel management company unless an exception in Section 1.4 is met. Employees are expected to seek accommodations that are safe, comfortable, and convenient: that meet business and personal needs; and that offer good value.
- b. Lodging accommodations are priced for single occupancy rooms.
- c. Accommodations shared with family members or others not on official State business are reimbursable at the single occupancy rate only.
- d. Accommodations shared with other State travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler should be based on a pro rata share as reported on each reimbursement request.
- e. The Court Administrator has the authority to approve lodging expenses up to 150 percent of the locality lodging per diem rate. Lodging costs over 150 percent up to 200 percent of the per diem rate requires prior approval from the Chief Magistrate; lodging costs exceeding 200 percent of the per diem rate requires prior approval from OMB and DOA. ([Exhibit C](#) to this policy provides a template for requests that exceed 150 percent of GSA rate.)
- f. Conference Lodging Arrangements

When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate is provided, the employee should inform the individual making the reservations. The person making the reservations should then attempt to obtain the conference rate, government rate or lower rate, for the traveler. If a lower rate is not available, the normal reservation procedure should be used.

### 2. Meals and Incidental Expenses (M&IE)

- a. The M&IE should be based on the total trip allowance rather than a per day or per meal allowance.
- b. The reimbursement for M&IE is not to exceed the standard locality M&IE rate. To qualify for more than the standard locality rate, it requires prior approval from OMB and DOA.
- c. All expenses, including each individual meal, must be itemized separately. All

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receipts for meals over \$10.00 are required when submitting for personal reimbursement.

d. M&IE are authorized when approved official travel is out-of-state, more than six hours, or overnight lodging is required.

e. M&IE include:

Meals (**food, beverage, tax, and tips**). Tips should be reasonable and customary.

(1) Incidental Expenses (**fees and tips given to hotel service staff, baggage carriers, etc.**). **The allowance for incidental expenses cannot be used to purchase personal items.**

(2) M&IE are not to exceed the location rate, as shown in the following table:

When travel is:		The allowance is:
More than 6 but less than 24 hours		75 percent of the applicable M&IE rate.
24 hours or more, on	Day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.
	Last day of travel	75 percent of the applicable M&IE rate.

f. Reduced M&IE

If it is known in advance that a meal is to be provided without cost to the employee, e.g., included in a conference fee; then a reduction to the daily per diem will be made for the appropriate meal as shown in the following table:

% Reduction to the location rate rounded to the nearest whole dollar	
Breakfast	20%
Lunch	24%
Dinner	50%

**NOTE: The remaining 6% is related to incidental expenses.**

### 4.3 Miscellaneous Expenses Authorized to Be Claimed

1. Authorized expenses include:

a. Ground transportation, including airport shuttle, taxi (excluding premium car service) or public transit.

b. Hotel/airport parking and tolls for turnpike, bridges and/or ferries.

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- c. Business-related telephone calls.
  - d. Laundry if the time spent out-of-state exceeds seven consecutive nights. Receipts are required.
  - e. Business-related use of miscellaneous services.

Miscellaneous services include, but are not limited to, the use of hotel computers, printers, or data services. Use of such services must be preapproved by the manager approving travel. Services must be deemed necessary for the employee to perform required job-related functions.

- f. Gasoline, Electric charging and/or Other Supplies

- (1) When State-owned vehicles are used, the Fleet Services fuel access card is the first method of payment. If the traveler is in a location where the Fleet Services fuel access card is not accepted, the expense is reimbursable, and the PCard may be used. (Contact Fleet Services or access the [www.fuelman.com](http://www.fuelman.com) site for information about out-of-state fueling sites.) All in-state purchases of gasoline require use of the Fleet Services fuel access card.

- (2) Emergency repairs incidental to using a State-owned vehicle.

- g. Multiple Employee Meal Expense

When multiple employees are having a meal together and more than one meal is being reimbursed, the names of the additional individuals are to be submitted on a schedule itemizing the cost of each individual's meal. Individuals on per diem should have the meal cost deducted from the individual per diem rate.

- h. For international or extended travel, other incidental expenses including laundry or personal items as determined necessary and essential by the Organization.

- 2. Unallowable expenses include, but are not limited to:

- a. Alcoholic beverages.
  - b. Entertainment, not included in the cost of the conference.
  - c. Other expenses noted in the **Budget & Accounting Manual, Chapter 7 – Purchasing and Disbursements, Section 7.2.2.**

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## 4.4 In-State Travel

### 1. Lodging

As a general rule, in-State lodging is not encouraged; however, there may be instances when it is deemed appropriate and cost effective. In such instances, in-State lodging must be preapproved by the Chief Magistrate or Court Administrator.

The State of Delaware is exempt from the tax on occupancy of hotel, motel, and tourist home rooms within Delaware only. The employee should submit Division of Revenue Form 6100, *Exemption Certificate from Tax on Occupancy of Hotel, Motel, & Tourist Home Rooms*, to the lodging establishment. (Tax on occupancy of rooms in other states must be paid.)

### 2. Meals and Incidental Expenses (M&IE)

The meal allowance for in-State assignments requiring overnight lodging must be preapproved by the Chief Magistrate or Court Administrator. As a general rule, such allowances are not encouraged, but may be approved on a case- by-case basis, as long as the amount does not exceed the GSA rate.

## 5. Travel Expense Reimbursement

Travel advances are prohibited. Payment for all travel-related, approved expenses should be made using the PCard. However, in cases where this option is not possible:

- a. All requests for travel expense reimbursements should be submitted on the Personal Expense Reimbursement (PE) Form (AP003JP). This form and supporting documentation, including required itemized receipts, should be submitted to the Fiscal Unit **within seven business days** after the completion of travel or, for in-state mileage, within seven business after the end of each month. An **itemized receipt must be obtained** as proof of purchase for all purchases exceeding \$10.00. The receipt must be legible, itemized (reflecting the good or service purchased), and contain the vendor name, date of purchase, and price of each item. A receipt description, which only states "Miscellaneous" or "Merchandise" or only includes a vendor's stock or item number, is not acceptable. Receipt documentation may be paper or electronic (including pictures of receipts taken with a smartphone or other electronic device).
- b. Reimbursements for travel expenses incurred without required receipts, as outlined, is strictly prohibited. A "no receipt - no reimbursement" policy applies. Under extenuating circumstances, the employee may be unable to obtain an itemized receipt. In this case, the employee must complete an Affidavit for Missing and Non-Itemized Receipts (AP005). If an employee uses this form, it must be attached to the Personal Expense Reimbursement Form (AP003JP).
- c. Receipts may not be customary for certain transactions (e.g., tips given to hotel service staff, baggage carriers, etc.). Employees must use the Miscellaneous Non-Receipt

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Transaction Form (AP007)<sup>4</sup> to support such transactions.

- d. Employees are highly encouraged to register as a State of Delaware vendor to expedite the remittance of reimbursements. Registration links may be found at [accounting.delaware.gov/suppliers/](http://accounting.delaware.gov/suppliers/).
- e. The Fiscal Unit should ensure that Travel account codes are used in preparing the Personal Expense Reimbursement.

Cc: Honorable Collins J. Seitz, Jr.  
Honorable Kathaleen S. McCormick  
Honorable Jan R. Jurden  
Honorable Carl C. Danberg  
Honorable Michael K. Newell  
Gayle P. Lafferty, State Court Administrator  
Mark Hitch, Justice of the Peace Court Administrator  
Elizabeth Petrick, Justice of the Peace Court Deputy Administrator  
Rebecca Trifillis, Justice of the Peace Court Staff Attorney  
Regina Elliott, Operations Manager  
Stephanie Parker, Operations Manager  
Kevin Jackson, Chief of Uniformed Services  
Law Libraries: New Castle County, Kent County, Sussex County,  
Widener University School of Law

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<sup>4</sup> <https://extranet.fsf.state.de.us/documents/forms/AP007e.pdf>

**EXHIBIT A**

**MILEAGE BETWEEN JUSTICE OF THE PEACE COURT LOCATIONS (ONE WAY)**

December 2021

	Chief Magistrate's Office - Georgetown	Admin Office – New Castle	Court 2 – Rehoboth Beach	Court 3 & 17 - Georgetown	Court 4 - Seaford	Court 6 - Harrington	Court 7 & VAC - Dover	Court 8 - Smyrna	Court 9 - Middletown	Court 11 & 13 – New Castle	Court 14 - Georgetown	Court 16 - Dover	Court 20 - Wilmington
Chief Magistrate's Office - Georgetown	0	79	15	2	15	21	37	48	61	79	0	36	84
Admin Office – New Castle	79	0	83	81	81	64	44	31	21	0	79	45	7
Court 2 – Rehoboth Beach	15	83	0	17	30	29	42	52	65	83	15	40	89
Court 3 & 17 – Georgetown	2	81	17	0	16	23	39	50	62	81	2	38	86
Court 4 – Seaford	15	81	30	16	0	23	36	50	63	81	15	36	86
Court 6 – Harrington	21	64	29	23	23	0	19	33	46	64	21	17	70
Court 7 & VAC – Dover	37	44	42	39	36	19	0	12	29	44	37	1	49
Court 8 – Smyrna	48	31	52	50	50	33	12	0	13	31	48	14	37
Court 9 – Middletown	61	21	65	62	63	46	29	13	0	21	61	27	26
Court 11 & 13 – New Castle	79	0	83	81	81	64	44	31	21	0	79	45	7
Court 14 - Georgetown	0	79	15	2	15	21	37	48	61	79	0	36	84
Court 16 - Dover	36	45	40	38	36	17	1	14	27	45	36	0	52
Court 20 - Wilmington	84	7	89	86	86	70	49	37	26	7	84	52	0

**EXAMPLE OF GSA PER DIEM RATES**

Rates are set each Federal Fiscal Year for the period October 1 to September 30

(See GSA website for all current rates)

**NOTE:** If neither the city nor the county is listed on the internet site tables, the Standard Rate is applied.

Below is an **example** of the GSA per diem table. For actual rates, visit <http://www.gsa.gov/perdiem>. As shown for City C, the GSA Max lodging by Month rate may fluctuate throughout the year for certain cities/regions. The traveler must be sure to use the rate for the month in which travel will occur.

Primary Destination	County	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.	
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	83	46
City A	County A	121	121	121	121	121	121	121	121	121	121	121	121	121	71
City B	County B	92	92	92	92	92	92	92	92	92	92	92	92	92	61
City C	County C	105	105	105	160	160	160	112	112	98	98	98	98	98	56
City D	County D	100	100	100	100	100	100	100	100	100	100	100	100	100	66

Below is an **example** of how to calculate the maximum per diem rate and the rate for the first and last day of travel. The Max Lodging and M&IE Rates are obtained from the table above, based on travel occurring in April.

Primary Destination (1)	County (2, 3)	Max Lodging (exc. taxes)	M&IE Rate	Max Per Diem Rate (4)	First & Last Day (75% of M&IE)
Standard Rate (see GSA site for current rates)	Applies for all locations without specified rates	83	46	129	\$34.50
City A	County A	121	71	192	\$53.25
City B	County B	92	61	153	\$45.75
City C	County C	112	56	168	\$42.00
City D	County D	100	66	166	\$49.50



## Example of Lodging/Travel Request Exceeding Established Threshold Limit of 150%

- I. Reason to Exceed
  - Brief description of the travel required, why the need to exceed the prescribed threshold is warranted and why travel is essential.
- II. Support or Detail
  - Please Separate details between lodging and meals/incidentals. Do not include taxes in your rate calculation.
  - GSA Rate
  - GSA Rate x 150% (Chief Magistrate approval)
  - GSA Rate x 200% (OMB and DOA approval)
  - GSA Rate x **Actual % rate**
- III. Manager Approval
  - Please have manager approvals on request prior to submission for OMB and DOA approval. This approval can be in the form of an e-mail as long as it clearly references the travel request and plainly grants approval.
- IV. Funding
  - GF, ASF, NSF, Federal
- V. Process Request Path
  - Submit requests for lodging exceeding 150% and up to 200% of the per diem rate to the Chief Magistrate.
  - Submit requests for lodging exceeding 200% of the per diem rate to the designated contact at OMB.

**Justice of the Peace Court  
PERSONAL EXPENSE REIMBURSEMENT**

This form is available as an Excel file, which will perform the necessary calculations.

<b>EMPLOYEE INFORMATION</b>															
Vendor ID#	Instructions							Employee Certification							
<b>Employee Name</b>	Reimbursement is limited to actual expenses incurred by STATE EMPLOYEES ONLY. Personal Expense Reimbursement form and receipts are required for all items and/or expenses the employee incurred greater than \$10. If the form is submitted for travel reimbursement, the form must include a detailed description and reason for travel, documentation, and receipts of incurred expenses and daily tabulation of mileage.  ALL EMPLOYEE FIELDS ON THIS FORM ARE REQUIRED.							I do solemnly swear that the expenses listed below were incurred as a necessary expenditure in the conduct of State business and that the representations contained in this form are true and correct.   <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Employee Signature &amp; Date</b> </div>							
<b>Street Address</b>															
<b>Street Address</b>															
<b>City, State</b>															
<b>Zip Code</b>															
<b>Description of and Reason for Travel:</b>															
<b>Travel Information</b>															
Travel Dates		Destinations				Transportation & Accommodations				Meals		Miscellaneous Expenses			
Leave	Return	From	To			Auto Miles	Rail Plane	Taxi Bus	Hotel Motel	Breakfast	Lunch	Dinner	Description	Amount	
Total miles															
Rate per mile															
Cost subtotals		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Total reimbursement		<div style="border: 1px solid black; padding: 10px; display: inline-block;">                 \$ -             </div> <div style="border: 1px solid black; padding: 10px; display: inline-block; margin-left: 20px;">                 Supervisor Approval                   Supervisor Signature &amp; Date             </div>													