


Idaho Department of Correction 	Standard Operating Procedure	Title: Travel Policies and Procedures		Page: 1 of 5
		Control Number: 101	Version: 1.3	Adopted: 02/25/2018 Amended; 8/9/2018 Amended 6/27/2025

Sandy Jones, Executive Director, approved this document on 8/9/2018

Open to the public: Yes

SCOPE

This Standard Operating Procedure (SOP) provides procedures for all Commission of Pardons and Parole (Commission) staff regarding official department travel.

Revision Summary
Revision date (08/09/2018) version _1.0_: Amended by version 1.1; 08/09/2018 Amended by version 1.2 regarding mileage and liability for personal vehicle.

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PAROLE COMMISSION IDAPA RULE NUMBER

N/A

POLICY CONTROL NUMBER

101

PURPOSE

The purpose of this SOP is to provide guidelines to Commission staff regarding official Commission business travel expenses. This SOP is intended to incorporate and expand upon the requirements contained in the Idaho State Board of Examiners State Travel Policy and Procedures. <https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

RESPONSIBILITY

This SOP applies to all Commission Staff.

GENERAL REQUIREMENTS

1. TRAVEL AUTHORIZATION

Prior to travel exceeding 150 total miles for one trip, staff must obtain written permission from their immediate supervisor. A travel request must be submitted in LUMA. Staff must attach the travel schedule or appropriate documents. The supervisor's permission is not required for travel less than 150 total miles. Mileage will be reimbursed for travel less than 150 total miles.

2. APPROVAUREIMBURSEMENT OF TRAVEL EXPENSES

- Within five (5) days of travel completion the staff will submit an expense report within LUMA with receipts attached.
- No later than five (5) days after travel completion, the staff must reconcile travel expenses including receipts and transmittals using the State P-Card system. If a receipt is not available staff must submit a "no receipt" form (Attachment C), and upload the document into LUMA.
- Mileage incurred using a personal vehicle for travel less than 150 total miles will be reimbursed. Within 3 months of incurring mileage expenses, staff will submit an expense report in LUMA. Reports submitted after June 30th for charges incurred during the prior fiscal year will not be processed.

3. LODGING

When making a reservation, staff shall identify themselves as state employees and request the government rate and tax exempt status for lodging.

Prior to travel, staff will reserve lodging at hotels that have a direct bill agreement with the Commission, if possible. If the Commission does not have a direct bill agreement with the hotel at issue, staff will inform the financial specialist and request a direct bill agreement be established. If a direct bill agreement cannot be established with the hotel, staff will use the state credit card (P-Card) for payment. Staff must confirm the state tax exempt status prior to such credit card payment. Unauthorized charges incurred over and above the hotel room fee, are the responsibility of staff. Staff must correct any charges within five (5) days of travel completion or pay the unauthorized charges. Lodging receipts will be submitted within LUMA.

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If direct billing and the P-Card cannot be used, staff will be reimbursed at the government rate. Lodging receipts will be submitted with the LUMA expense report.

4. TRANSPORTATION

Staff will select the most cost-effective and efficient method of travel as appropriate under the circumstances. Personal vehicles will not be used for travel exceeding 150 total miles without approval from their supervisor.

Acceptable transportation methods include:

- commercial air service,
- rental car,
- personal vehicle,
- public transportation,
- bus/shuttle/taxi service.

A. Rental Cars. Staff shall reserve vehicles through current state contracted rental agencies. Reservations shall be made at the state contracted rental rate. Staff are responsible for providing the state rental account number and informing the rental agency of the Commission's tax exempt status. Additional insurance should NOT be purchased, as this coverage is included in the state contract. Specific rental account information will be provided from the financial specialist.

When picking up the rental vehicle and returning the rental vehicle, staff shall verify all fees and costs are accurate and pursuant to Commission policy. Staff shall take the most cost-efficient vehicle. Staff will decline rental upgrade if the upgrade results in additional costs. If an upgrade is the only option, staff shall take the most cost efficient vehicle. Staff shall return the rental vehicle with a full tank of gasoline. Taking the "fuel option" provided by the rental company is prohibited by Commission policy. If the "fuel option" is used by staff, staff will reimburse the Commission for the fuel cost.

B. Personal Vehicles. All personal vehicle reimbursement requests must be made using the LUMA expense report.

Personal vehicles must be covered by personal liability and property damage, (comprehensive and collision coverages) insurance pursuant to Idaho Code. The driver must possess a valid driver's license.

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C. Miscellaneous fees associated with official travel shall be documented on the LUMA expense report, and all original itemized receipts shall be attached.

D. All travel will be calculated from the Commission office to the approved destination.

E. Damages to staff's personal vehicle will not be reimbursed by the State or the commission while on official commission business.

F. When utilizing staff's personal vehicle, expenses such as tickets, flat tires, cracked windshields, oil changes etc. are not reimbursable by the State or the Commission when conducting official Commission business.

G. Staff shall be reimbursed pursuant to the per diem meal allowance as set by the Board of Examiners. It is not reimbursement for the actual costs incurred. Receipts are not required for meals when claiming per diem.

H. Per diem is paid in accordance with the amounts set by the Board of Examiners. In addition to meals, the per diem allowance includes gratuities, fees, and/or tips paid to porters, baggage carriers, bellhops, and/or hotel maids. Staff may request advance payment of their meal per diem allowance. Advance payment of meals requires submission of the travel request form at least five (5) business days prior to travel. The travel request form shall be submitted in LUMA.

- For travel involving a partial day, reimbursement per diem shall be paid at the maximum rate set by the Board of Examiners pursuant to appendix B, within the following limitations:

REFERENCES:

Idaho Code Sections 49-1210, 49-1229, 49-1232, 67-2001, 67-2004, 67-2005, 67-2006, 67-2007, 67-2008

State Controller's Office, SBEX Policy No. 442-50
Attachment A: No Receipt Form

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