

TEC Quick Reference Guide

- All expenditures made for one day must be placed on one line, for example: Breakfast, lunch, taxi, and mileage fares accrued in one day must be placed on one line only.

Rates effective September 1, 2013:

***Please note that members may claim only their actual expense for meals. In the event of an audit, employees must be prepared to furnish receipts substantiating the amount claimed.**

Breakfast	Actual expense up to \$7.00.
Lunch	Actual expense up to \$11.00.
Dinner	Actual expense up to \$23.00.
Incidentals	Actual expense up to \$5.00. <u>*Cannot be claimed on first 24 hrs of travel</u>

DEPARTURE AND RETURN TIME REQUIREMENTS

- Time should only be reported on the first day at the time travel begins, and on the last day when you arrive back home; if there are times written on Intermediate dates it will not be accepted as a consecutive trip.
- Please use 24-hour clock (military time) for all TEC time entries.
- In computing reimbursement for continuous short-term travel of 24 hours or more and less than 31 consecutive days, the employee will be reimbursed for actual meal and incidental costs up to the maximums allowed for each meal and incidental expense for each complete 24 hours

of travel, beginning with the traveler's times of departure and return as indicated below:

On the first day of travel on a trip of 24 hours or more:

Trip begins at or before 6:00 a.m. (0600)	Breakfast may be claimed on the first day.
Trip begins at or before 11:00 a.m. (1100)	Lunch may be claimed on the first day.
Trip begins at or before 5:00 p.m. (1700)	Dinner may be claimed on the first day.

On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8:00 a.m. (0800)	Breakfast may be claimed.
Trip ends at or after 2:00 p.m. (1400)	Lunch may be claimed.
Trip ends at or after 7:00 p.m. (1900)	Dinner may be claimed.

TRANSPORTATION

- **Effective January 1, 2014, the personal vehicle mileage reimbursement rate or all State employees will be 56 cents per mile. The State mileage rates mirror those of the Internal Revenue Service (IRS) published mileage reimbursement rates.**
- **-Claims for Parking, Shuttle/Taxi fare will not be reimbursed without a genuine receipt from the day it is being claimed. There were a lot of claims for fares without corresponding receipts are sent back to the office to be amended or processed without payment.**