

Maine Center for Disease Control and Prevention

WIC Nutrition Program

Effective: October 1, 2012

Policy No.OM-17

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Travel

Authority

Office of the State Controller, State Administrative and Accounting Manual, Chapter 10

Policy

1. All in state travel by Local Agency staff shall be approved by the agency director.
2. All in state travel by State Agency staff shall be approved by their supervisor.
3. All out-of-state travel for Local Agency and State Agency staff shall be approved the State Agency.

Procedures

Local Agency Procedures

1. In State Travel
 - 1.1. Local Agencies must have written procedures in place for travel approval within the agency Employee Handbook
2. Out-of-State Travel
 - 2.1. Local Agencies must obtain State Agency approval in writing before traveling out-of-state, regardless of duration.
 - 2.2. Approval requests shall be submitted to the State Agency Director and must be accompanied by an agenda, estimated travel costs, and a brief explanation of how the travel benefits WIC.
 - 2.3. This travel approval must be attached to the reimbursement request as part of supporting documentation.
 - 2.4. Local Agencies must have written procedures in place for travel approval within the agency Employee Handbook

State Agency Procedures

3. In-State Travel

- 3.1. Overnight
 - 3.1.1. Pre-approval is required for any in-state travel that requires an overnight stay.
 - 3.1.2. Overnight stays shall only be approved if the destination is more than 50 miles from the staff person's residence.
 - 3.1.3. A state car for state staff is preferred for any trip over 250 miles.
 - 3.1.4. Meals shall be reimbursed while the staff person is in active travel status.
- 3.2. Day Trip
 - 3.2.1. Pre-approval from the staff person's supervisor is required for any in-state travel.
 - 3.2.2. A state car for state staff is preferred for any trip over 250 miles.
 - 3.2.3. Meals shall NOT be reimbursed while the staff person is in active travel status.
- 4. Out-of-state
 - 4.1. Same Day
 - 4.1.1. Pre-Approval Requirements – Out-of-State request form (available at <http://inet.state.me.us/osc/travel/index.htm>) must be submitted at least 4 weeks prior to the travel and it must be approved before travel is to commence.
 - 4.1.1.1. Fill out the request form (available at <http://inet.state.me.us/osc/travel/index.htm>) and attach any necessary documentation, letters of justification for travel, agenda, etc.
 - 4.1.1.2. A travel advance may be requested if the reimbursable expenses exceed \$500. This can be reviewed on a case by case basis by the Director.
 - 4.1.1.3. Have the approval form signed by the Director.
 - 4.1.1.4. Give a copy to the Financial Manager for tracking purposes.
 - 4.1.1.5. The request then goes to the Associate Director of Division of Disease Prevention for approval.
 - 4.1.1.6. When the request has been approved, give the Financial Manager a copy or forward the email approval.

- 4.1.1.7. Upon return of the business trip, complete a travel request reimbursement form immediately.
- 4.1.1.8. Leaving the night before and staying somewhere closer to the border is not allowed unless there are business reasons for the overnight stay in that town.
- 4.1.1.9. There is no allowance for meals for same day travel.
- 4.1.1.10. If travel request is not approved, staff member is not allowed to travel and shall need to notify the site upon receipt of the travel disapproval.

4.2. Overnight

- 4.2.1. Pre-Approval Requirements –an Out-of-State request form (available at <http://inet.state.me.us/osc/travel/index.htm>) must be submitted at least 4 weeks prior to the travel and it must be approved before travel is to commence.
 - 4.2.1.1. Fill out the request form (available at <http://inet.state.me.us/osc/travel/index.htm>) and attach any necessary documentation, justification letters for travel, agenda, air quotation, hotel accommodations, etc.
 - 4.2.1.2. Have the approval form signed by the Director.
 - 4.2.1.3. Give a copy to the Financial Manager for tracking purposes.
 - 4.2.1.4. The request then goes to the Associate Director of Division of Disease Prevention for approval.
 - 4.2.1.5. When the request has been approved, give the Financial Manager a copy or forward the email approval.
 - 4.2.1.6. Upon return of the business trip, complete a travel request reimbursement form immediately.
 - 4.2.1.7. Maximum meal allowance is determined by the federal per diem allowance (found at <http://www.gsa.gov/portal/content/104877#>).
 - 4.2.1.8. If travel request is not approved, staff member is not allowed to travel and shall need to notify the site upon receipt of the travel disapproval.