

Department: Fiscal – Management Systems	Effective Date: 06/01/2019	Procedure Number: 11030
Regulation Number: 1303.54 Procurement Procedures		Procedure Title: Tiers 1 and 2 Travel Procedure
Version: 1		Version Date: 08/31/20

When requesting that MARC arrange Travel for Tier 1 and 2 program staff, they will follow the MARC Travel Policy. All travel arranged by MARC and paid for with federal funds must adhere to the following steps:

1. At least five weeks prior to travel Tier 1 and 2 program staff will need to contract the department administrative assistant to begin the out of region travel process.
2. A Travel authorization form will be completed by the Tier 1 and 2 program staff and submitted to the department administrative assistant.

Submitting the form:

- Travel authorization should be submitted no later than five (5) weeks prior to travel.
- Completed form and detail arrangements (conference registration, travel dates, special accommodations, etc.) should be submitted to the department administrative assistant.
- Forms must be completed in detail; incomplete forms will be returned.
- Fiscal Coordinator will schedule a time with traveler and director to review the Pre-Travel Authorization Review Form completed by traveler and director to receive the travel advance.

During Travel:

- Round trip mileage to and from airport will be reimbursed from your home to airport
- Rideshare (taxi, Uber, Lyft, shuttle, etc. one round trip per day is allowable.
- Hotel-room, tax, and required incidentals will be charged at the time room is booked.
- Meals-Per diem allowable for breakfast, lunch and dinner. The maximum daily per diem will be provided unless meals are provided by the host of conference. Snacks are part of the daily per diem. Itemized receipts are required for all meal and snack.
- Tips and Gratitude's will be capped at 20% per meals, \$1-2 per bag for skycap, \$3-\$5 housekeeping, and \$1-\$2 bellhop.

After Travel:

- When traveler returns to Kansas City no expense other than airport parking will be reimbursed
- Traveler has 10 business days from completion of travel to submit all itemized receipts and any remaining funds from the chase advance to the department administrative assistant. If this does not occur, the total of advance amount will be deducted from the agency's next monthly reimbursement and it will be their responsibility to recoup monies from the traveler.

Allowable costs include:

- MARC will review all itemized receipts for allowability.