UPDATE TO PROPOSED TRAVEL RULE CHANGES

November 26, 2003

In response to the concerns expressed by the Executive Director, Department of Personnel & Administration, and Office of the Governor, the $25 meal receipt threshold is considered too high. The $25 meal receipt threshold per meal will likely not trigger a receipt requirement in most cases. The Executive Director's proposed approach preserves consistency with the existing $25 threshold for other expense categories, e.g. taxis, but it treats the daily limit on meals as a single expense category requiring receipt justification for meal expenses in a single day exceeding $25. Treating each day as a single meal expense category is more in line with the existing $25 receipt threshold and policy already expressed in the rules, considering the proportion that meal expenses will typically represent in the total travel claim. At the same time, comments already received indicate that this single rule cannot possibly cover all travel circumstances. Consequently, the rule revision has been revised to permit chief executive officers to establish other documentation requirements for recurring travel into locations, e.g. international travel, where compliance with the receipt requirement is determined to be impractical.

The following two revisions to the proposed rules accommodate the concerns already expressed.

1. Substitute last paragraph under .02 Meals: Receipts are required to support a claim for meals exceeding $25.00 in any one day, except that receipts need only be submitted to support the amount in excess of $25.00. Reasonable tips for meals may be reimbursed without a receipt showing the amount of the tip.

2. Add last paragraph under Exceptions to the Rule: .02 Chief Executive Officers may waive the requirement for a receipt in exigent circumstances upon approval of a written certification by the traveler that the meal or other cost was incurred and the reason why the receipt was not obtained or available. Further, Chief Executive Officers may establish alternative document requirements for recurring travel into locations, e.g. international travel, where compliance with the receipt requirement is determined to be impracticable.

Please e-mail Art Barnhart, State Controller, at art.barnhart@state.co.us with any feedback you have concerning this proposed change.