

SAFS Travel- 11/4/24

- Participants: 103

Q&A

- To clarify is this the form we must submit to set up a TEMS traveler and not just a preparer? (ARTS)

TEMS account request form is for anyone that will be using the system, traveler and/or approver.

- If there's a city that defaults to 0 miles in TEMS, are we allowed to use MapQuest to see the distance between that city and where they'd headed and use that one-way mileage as an estimate? (CRAB) Lamont, WA.

Yes, it is OK to use maps to calculate the mileage if the system is not calculating it.

- What level does the approval have to come from (light refreshments)? (PSP)

Depends on the agency's size and organization structure, usually approved by CFO, Assistant Director, or Director.

- If an agency provides a light meal like yogurt, fruit, donuts, & coffee/juice. Is this considered a meal, and it is not reimbursed? Can a traveler still get reimbursed for that meal period?

Yogurt, fruit, donuts, & coffee/juice is considered light refreshments (and not a meal) and will need pre-approval. If the traveler is in travel status during that meal period, then they are qualified to get meal reimbursement for that meal period even if light refreshments were provided.

- How does travel time trigger overtime? (PLIA)

Contact your payroll business partner, this will depend on the type of position and salary structure.

- If I was not informed of travel occurring and was not able to make the reservations myself under government rates, and a hotel receipt was submitted that is above per diem rates, would that individual receive ONLY the per diem rate based off GSA? (BORPELS)

Pre-approval is required for exceeding the Lodging per-diem. If the trip doesn't qualify under the exceptions, then the reimbursement rate would be the lodging

per-diem rate. If you are pro-rating the lodging rate, make sure to pro-rate the taxes.

- **Are tips for airport shuttles an allowable reimbursable travel cost? If so, do you need a receipt? (DAHP)**

Depends on the agency's policy. If the shuttle cost including the tip is over \$50.00 then a receipt is required.

- **If travel status begins right after a meal period begins, is the traveler still able to claim the meal?**

The traveler must be in travel status for the entire meal period to be eligible for the meal. Even if the travel status begins 5 minutes after the meal period begins. Due to how strictly we are audited on SAAM Chapter 10 guidance from OFM, this must be followed.