

BEFORE YOU LEAVE FOR TRAINING, REMEMBER

1

Do a vehicle search for state vehicle on TRIPS

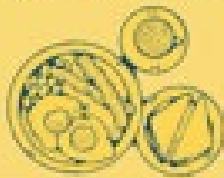
If a state vehicle is not available or you are in a county that does not have one, save the search and it will appear in the Mileage Expense Summary.

2

Per diems are different based for each meal.

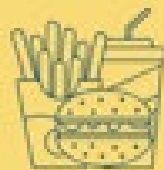
BREAKFAST \$13

(including tax & tips)



LUNCH \$15

(including tax & tips)



DINNER \$26

(including tax & tips)



IMPORTANT NOTE: Each meal has its own allowance amount and cannot transfer to another. For example, eating a free breakfast does not allow you to spend an additional \$13 at dinner.

- You can only be reimbursed for meals for yourself. Any receipt reflecting more than one person was served **WILL NOT** be reimbursed.
- Always ask for legible itemized receipts!
If you leave a tip, note the amount on a "blank" space on the receipt.



TRAVELING ON THE WEEKEND?

Remember to fill out the DHS-1166 in the TRIPS app.



READY TO SUBMIT?

TRAVEL SUBMISSION STEPS + CHECKLIST

1 Select GENERAL BUSINESS not "Training or Conference"

2 Submit all training travel reimbursements to
LACONSTANCE HUNE (not your direct supervisor)

3 Itemized receipt

*You can only be reimbursed for meals for yourself.
Any receipt reflecting more than one person was served will not be reimbursed.*

4 Signed copy of your hotel folio

The hotel may not always remember to give you a folio. It is your responsibility to ask for one.

5 Training Certificate or Agenda

One or the other MUST be submitted.

6 DHS-1944 - if a vehicle search on TRIPS
was not completed

7 DHS-1166 - if you are traveling on a weekend

Remember: The entire training week can be entered on one entry in TRIPS. Just click "Add Trip" to add additional addresses. This allows you to upload needed documentation one time, not multiple times.

The complete travel policy can be found in the DHS Administrative Procedures Manual, Chapter 304 located on DHS Share.