

The information provided in this document does not supercede Agency of Administration Bulletin 3.4 - Employee Travel and Expense Policy

<b>Expense Types:</b>	<b>Account #</b>	<b>Description:</b>	<b>Receipt Required?</b>	<b>Required Details:</b>	<b>Notes:</b>
<b>AGRIC HORT WILDLIFE</b>	520580	Agriculture, horticulture & wildlife expenditures	Yes	Merchant-Non-Preferred; Description	Agriculture use only
<b>AUTO REPAIRS</b>	512300	Repair & maintenance-motor vehicles	Yes	Merchant-Non-Preferred; Description	
<b>AUTO SUPPLIES</b>	520100	Vehicle & equipment supplies	Yes	Merchant-Non-Preferred; Description	
<b>BOOKS SUBSCRIPTIONS LIB</b>	521500	Books & periodicals-library/educational	Yes	Merchant-Non-Preferred; Description	
<b>CLOTHING</b>	520520	Cloth & Clothing	Yes		
<b>DATA WIRELESS MOBILE</b>	516623	Mobile wireless data	Yes	Merchant-Non-Preferred; Description	Includes services for laptops and smart phones
<b>DOC 75% PER DIEM OUTST</b>	506000	Per diem-Corrections employees only	Possibly	Location	DOC use only
<b>DOC FULL PER DIEM OUTST</b>	506000	Per diem-Corrections employees only	Possibly	Location	DOC use only
<b>DIESEL</b>	520120	Diesel Fuel	Yes	Merchant-Non-Preferred; Description	Diesel Fuel for vehicles and highway equipment - primarily used by AOT
<b>Econ Dev - Client Meal</b>	516855	Client meetings-Dept of Economic Development only	Yes	Originating Location; Location; Description	ACCD use only
<b>FOOD - GROUP MTG</b>	520700	Food for group meeting	Yes	Merchant-Non-Preferred; Description	Must be in compliance with Statewide F&M Policy #4 - Dept Provided Food & Refreshments
<b>Family Preservation</b>	603060	Family Preservation	Yes	Merchant-Non-Preferred; Description	DCF use only/Family number if applicable in Description field
<b>Family Preservation Support</b>	603061	Fam Preservation-Support	Yes	Merchant-Non-Preferred; Description	DCF use only/Family number if applicable in Description field
<b>Foster Parent Damage Claim</b>	603000	Foster Parent Damage Claims	Yes	Merchant-Non-Preferred; Description	DCF use only/Family number required in Description field/Dept ID should be 3440020100
<b>Foster Parent Food</b>	603092	Foster Parent Support-Food	Yes	Merchant-Non-Preferred; Description	DCF use only/Family number required in Description field/list correct program code
<b>Foster Parent Recruitment</b>	603080	Foster Parent Recruitment	Yes	Merchant-Non-Preferred; Description	DCF use only
<b>Foster Parent Reward-Recognitn</b>	603095	Foster Parent Reward & Recog	Yes	Merchant-Non-Preferred; Description	DCF use only
<b>Foster Parent Support Misc</b>	603090	Foster Parent Support	Yes	Merchant-Non-Preferred; Description	DCF use only/Family number required in Description field/list correct program code
<b>Foster Parent Training</b>	603100	Foster Parent Training	Yes	Merchant-Non-Preferred; Description	DCF use only
<b>GASOLINE</b>	520110	Gasoline	Yes	Merchant-Non-Preferred; Description	For use when fleet gas card does not work or when using rental car

Documentation Requirements: Please refer to Agency of Administration Bulletin 3.4 (Employee Travel and Expense Policy) for specific documentation requirements.

The information provided in this document does not supercede Agency of Administration Bulletin 3.4 - Employee Travel and Expense Policy

<b>Expense Types:</b>	<b>Account #</b>	<b>Description:</b>	<b>Receipt Required?</b>	<b>Required Details:</b>	<b>Notes:</b>
<b>IN AIR TRANSP</b>	518010	In-state air transportation	Yes	Ticket Number; Originating Location; Merchant-Non-Preferred; Location	Can be reimbursed in advance of the trip when expense is incurred; <b>Whenever possible, purchases should be made using Purchasing Card or Direct-bill to the department</b>
<b>IN BREAKFAST</b>	518020	In-state breakfast, following overnight stay or depart more than 2 hours earlier than start of normally scheduled workday; \$5.00 maximum	Possibly	Start Time; End Time; Originating Location; Location; Description	Departments may require receipts for all meal reimbursements, reimbursement including tip
<b>IN COMMUTER MILE</b>	518000	In-state commuter mileage	No	Miles; Originating Location; Destination Location	Must be used with a Taxable Billing Type, used for allowable mileage between residence and work station
<b>IN CONF/TRAIN REGIST</b>	517400	In-state conferences, meetings, etc	Yes	Originating Location; Location; Description	Can be reimbursed in advance of the trip when expense is incurred; <b>Whenever possible, purchases should be made using Purchasing Card or Direct-bill to the department</b>
<b>IN DINNER</b>	518020	In-state dinner, employee is unable to return to residence/work station at least 2 hours later than the end of normally scheduled workday; \$12.85 maximum	Possibly	Start Time; End Time; Originating Location; Location; Description	Departments may require receipts for all meal reimbursements, reimbursement including tip
<b>IN INCIDENTALS</b>	518040	In-state travel incidentals	Yes - when possible	Location; Description	Should be used when entire trip is in-State for items such as parking meters, garages, etc
<b>IN LODGING</b>	518030	In-state lodging	Yes	Originating Location; Merchant-Non-Preferred; Location; Description	
<b>IN LUNCH</b>	518020	In-state lunch, following overnight stay or conference-related meals; \$6.00 max	Possibly	Start Time; End Time; Originating Location; Location; Description	Departments may require receipts for all meal reimbursements, reimbursement including tip
<b>IN MILEAGE ADAPT VAN</b>	518000	In-state auto mileage for lift equipped adapted van	No	Miles; Originating Location; Destination Location; Description	When traveling to multiple towns/locations, use furthest point for Destination Location and list all locations under Description.

Documentation Requirements: Please refer to Agency of Administration Bulletin 3.4 (Employee Travel and Expense Policy) for specific documentation requirements.

The information provided in this document does not supercede Agency of Administration Bulletin 3.4 - Employee Travel and Expense Policy

<b>Expense Types:</b>	<b>Account #</b>	<b>Description:</b>	<b>Receipt Required?</b>	<b>Required Details:</b>	<b>Notes:</b>
<b>IN MILES - FULL</b>	518000	In-state auto mileage - full rate	No	Miles; Originating Location; Destination Location; Description	Generally, for use when a Department or State vehicle is unavailable or round-trip is less than 80 miles. (Refer to BGS Fleet Management Services for more info.) When traveling to multiple towns/locations, use furthest point for Destination Location and list all locations under Description.
<b>IN MILES REDUCED RATE</b>	518000	In-state auto mileage - reduced rate	No	Miles; Originating Location; Destination Location; Description	Generally, for use when a privately-owned vehicle is not the most cost-effective option and a State vehicle is reasonably available. (Refer to BGS Fleet Management Services for more info.) When traveling to multiple towns/locations, use furthest point for Destination Location and list all locations under Description.
<b>IN TRANSPORT OTHER</b>	518010	In-state other transportation (taxi, bus, shuttle, etc)	Yes	Originating Location; Merchant-Non-Preferred; Location; Description	For use with taxi, bus, shuttle, trains, etc. fares
<b>IN VEHICLE RENTAL</b>	518010	In-state automobile rental	Yes	Originating Location; Merchant-Non-Preferred; Location	Must use SOV contracted rental company
<b>INTERNET ACCESS</b>	516620	Internet	Yes	Merchant-Non-Preferred; Description	For connectivity in lodging or other public places
<b>ITEMS FOR RESALE</b>	525290	Cost of stock items sold	Yes	Merchant-Non-Preferred; Description	
<b>LEG NT 50+ MI</b>	518000	Legislator in-state auto mileage over 50 miles	No	Miles; Originating Location; Destination Location	Legislative use only
<b>LEG NT PER DIEM MEAL</b>	518020	Legislator non-taxable per diem meal	No	Per Diem Range; Location	Legislative use only
<b>LEG NT PER DIEM ROOM</b>	518030	Legislator non-taxable per diem room	No	Per Diem Range; Location	Legislative use only
<b>LEG TX LESS 50 MI</b>	518000	Legislator in-state auto mileage under 50 miles	No	Miles; Originating Location; Destination Location	Legislative use only
<b>LEG TX PER DIEM MEAL</b>	518020	Legislator taxable per diem meal	No	Per Diem Range; Location	Legislative use only
<b>LEG TX PER DIEM ROOM</b>	518030	Legislator taxable per diem room	No	Per Diem Range; Location	Legislative use only
<b>LICENSE - ATTORNEY</b>	516550	Attorney license fees	Yes	Merchant-Non-Preferred; Description	Must meet provisions of Bulletin 3.4

Documentation Requirements: Please refer to Agency of Administration Bulletin 3.4 (Employee Travel and Expense Policy) for specific documentation requirements.

The information provided in this document does not supercede Agency of Administration Bulletin 3.4 - Employee Travel and Expense Policy

<b>Expense Types:</b>	<b>Account #</b>	<b>Description:</b>	<b>Receipt Required?</b>	<b>Required Details:</b>	<b>Notes:</b>
<b>LICENSE - CDL</b>	516550	CDL license fees	Yes	Merchant-Non-Preferred; Description	
<b>MEMBERSHIP DUES</b>	516500	Membership dues	Yes	Merchant-Non-Preferred; Description	
<b>MOVING EXPENSES</b>	504540	Employee moving expense	Yes	Originating Location; Merchant-Non-Preferred; Location; Description	Requires prior authorization from Commissioner of Human Resources in accordance with Bulletin 3.4
<b>OUT AIR TRANSP</b>	518510	out-of-state air transportation	Yes	Ticket Number; Originating Location; Merchant-Non-Preferred; Location	Can be reimbursed in advance of the trip when expense is incurred; <b>Whenever possible, purchases should be made using Purchasing Card or Direct-bill to the department</b>
<b>OUT BREAKFAST</b>	518520	Out-of-state breakfast, following overnight stay or depart more than 2 hours earlier than start of normally scheduled workday; \$6.25 maximum	Possibly	Start Time; End Time; Originating Location; Location	Departments may require receipts for all meal reimbursements, reimbursement including tip
<b>OUT COMMUTER MILE</b>	518500	Out-of-state commuter mileage	No	Miles; Originating Location; Destination Location	Must be used with a Taxable Billing Type, used for allowable mileage between residence and work station
<b>OUT CONF/TRAIN REGIST</b>	517500	Out-of-state conferences, meetings, etc	Yes	Originating Location; Location; Description	Can be reimbursed in advance of the trip when expense is incurred; <b>Whenever possible, purchases should be made using Purchasing Card or Direct-bill to the department</b>
<b>OUT DINNER</b>	518520	Out-of-state dinner, employee is unable to return to residence/work station at least 2 hours later than the end of normally scheduled workday; \$18.50 maximum	Possibly	Start Time; End Time; Originating Location; Location	Departments may require receipts for all meal reimbursements, reimbursement including tip
<b>OUT INCIDENTALS</b>	518540	Out-of-state travel incidentals	Possibly	Originating Location; Location; Description	Should be used when costs incurred are related to out-of-state travel i.e. airport parking fees, baggage fees, etc. Receipts not required for nominal amts for tolls, parking meters, tips, etc
<b>OUT LODGING</b>	518530	Out-of-state lodging	Yes	Originating Location; Merchant-Non-Preferred; Location	

Documentation Requirements: Please refer to Agency of Administration Bulletin 3.4 (Employee Travel and Expense Policy) for specific documentation requirements.

The information provided in this document does not supercede Agency of Administration Bulletin 3.4 - Employee Travel and Expense Policy

<b>Expense Types:</b>	<b>Account #</b>	<b>Description:</b>	<b>Receipt Required?</b>	<b>Required Details:</b>	<b>Notes:</b>
<b>OUT LUNCH</b>	518520	Out-of-state Lunch; \$7.25 maximum	Possibly	Start Time; End Time; Originating Location; Location	Departments may require receipts for all meal reimbursements, reimbursement included tip
<b>OUT MILEAGE ADAPT VAN</b>	518500	Out-of-state auto mileage for lift equipped adapted van	No	Miles; Originating Location; Destination Location; Description	Should be used when entrire trip is out-of-state i.e. mileage to airport
<b>OUT MILES - FULL</b>	518500	Out-of-state auto mileage - full rate	No	Miles; Originating Location; Destination Location; Description	Generally, for use when a Department or State vehicle is unavailable or round-trip is less than 80 miles. (Refer to BGS Fleet Management Services for more info.) <b>Should be used when entire trip is out-of-state i.e. mileage to airport</b>
<b>OUT MILES REDUCED RATE</b>	518500	Out-of-state auto mileage - reduced rate	No	Miles; Originating Location; Destination Location; Description	Generally, for use when a privately-owned vehicle is not the most cost-effective option and a State vehicle is reasonably available. (Refer to BGS Fleet Management Services for more info.) <b>Should be used when entire trip is out-of-state i.e. mileage to airport</b>
<b>OUT TRANSPORT OTHER</b>	518510	Out-of-state other transportation (taxi, bus, shuttle, etc)	Possibly	Originating Location; Merchant-Non-Preferred; Location; Description	For use with taxi, bus, shuttle, trains, etc. Receipts not required for nominal amts for subway, shuttles, etc.
<b>OUT VEHICLE RENTAL</b>	514550	Out-of-state automobile rental	Yes	Originating Location; Merchant-Non-Preferred; Location	Should be used when costs incurred are related to out-of-state travel, must use SOV contracted rental company
<b>PHONE SERVICE - CELL</b>	516659	Wireless telephone service	Yes	Merchant-Non-Preferred; Description	
<b>PHONE SVC NON-CELL</b>	516652	Telephone service	Yes	Merchant-Non-Preferred; Description	
<b>PHOTOCOPIES</b>	517020	Photocopying	Yes	Merchant-Non-Preferred; Description	
<b>POSTAGE</b>	517200	Postage	Yes	Merchant-Non-Preferred; Description	
<b>Payroll Bank Service Charge</b>	524000	Bank service charges	Yes	Description	Use must be pre-authorized by the Payroll Division
<b>RECOGNITION AWARD</b>	520600	Recognition/awards	Yes	Merchant-Non-Preferred; Description	
<b>SUPPLIES - EDUCATION</b>	520540	Educational supplies	Yes	Merchant-Non-Preferred; Description	

Documentation Requirements: Please refer to Agency of Administration Bulletin 3.4 (Employee Travel and Expense Policy) for specific documentation requirements.

The information provided in this document does not supercede Agency of Administration Bulletin 3.4 - Employee Travel and Expense Policy

<b>Expense Types:</b>	<b>Account #</b>	<b>Description:</b>	<b>Receipt Required?</b>	<b>Required Details:</b>	<b>Notes:</b>
<b>SUPPLIES - OFFICE</b>	520000	Office supplies	Yes	Merchant-Non-Preferred; Description	
<b>SUPPLIES DATA</b>	520510	IT & data processing supplies	Yes	Merchant-Non-Preferred; Description	
<b>SUPPLIES-OTHER GENERAL</b>	520500	Other general supplies	Yes	Merchant-Non-Preferred; Description	
<b>SUPPORT OF PERSONS</b>	523300	Supp of persons in State custody	Yes	Merchant-Non-Preferred; Description	
<b>TELECOM DATA SERVICE</b>	516651	Data telecom services	Yes	Merchant-Non-Preferred; Description	Includes dial-up services
<b>TUITION - EMPLOYEE</b>	504530	Employee tuition costs	Yes	Merchant-Non-Preferred; Description	Expense Date should be the date the course is completed/grades available. Tuition Assistance Employee Certification Form is required
<b>VSH PER DIEM IN</b>	506000	Per diem-Vermont State Hospital employees only	No	Location	VSH use only
<b>Work Boots &amp; Shoes</b>	520521	Work Boots & Shoes	Yes	Merchant-Non-Preferred; Description	

Documentation Requirements: Please refer to Agency of Administration Bulletin 3.4 (Employee Travel and Expense Policy) for specific documentation requirements.