


MISSOURI DEPARTMENT OF TRANSPORTATION  PERSONNEL POLICY MANUAL	Chapter Title Subsistence		
	Policy Title Out-of-State Travel		
	Policy Number 2006	Page 1 of 2	Effective Date October 15, 2024
Approved By Ashley Halford, Human Resources Director, Signature on File	Supersedes Policy Number 2006	Page 1 of 2	Prior Effective Date August 1, 2023

POLICY STATEMENT

The department will provide travel time as well as transportation and expense allowance to employees as described in this personnel policy and in Financial Policy “Travel Policy,” whenever out-of-state travel is required to conduct official department business. When out-of-state travel is required, prior approval must be obtained as described in the “Travel Policy.”

PROVISIONS / REQUIREMENTS

1. Requests for out-of-state travel should be reviewed against the following criteria before a decision is made to approve the out-of-state travel: purpose of the meeting, employee experience or pre-requisites needed to attend the meeting, facts relating to similar in-state meetings, number of employees attending, and budget constraints.
2. The required travel time to and from the out-of-state destination is chargeable as work time. This includes situations when an employee travels on Saturday or Sunday to attend a conference or meeting that begins on Monday. Time in excess of the required travel time will not be charged as work time.
3. Out-of-state travel by airlines (within the Continental United States) can usually be achieved in one workday. Travel time in excess of one workday, to and from the destination, may be approved by a supervisor in cases with extenuating business-related circumstances where travel using a state-leased or personal vehicle is the

approved means of travel. State vehicles shall not be used for traveling outside of the state of Missouri with billable travel expenses unless approved by the General Services Director or District Engineer for special circumstances.

4. If it is cost beneficial for an employee to return from the destination on a non-workday, such as returning on a Saturday instead of Friday, the employee will not be required to charge annual leave or compensatory time for the extra workday they are out-of-state. On the day of travel for this return trip, required travel time will be chargeable as work time. Prior to a supervisor approving an employee to return on a non-workday, they must determine that there will be a reasonable savings by comparing the cost of the airfare for returning on the workday, to the additional cost if the employee stays another day. The total cost to stay an extra day will include such items as the cost of the airfare on the non-workday, an extra day of motel and meal expenses, and additional time reported to the work schedule that can result in either straight time, overtime, or time-and-a half overtime.
5. If an employee wants to spend additional time at or travel to or from an out-of-state location, the additional time beyond what is confirmed as work-related, will be charged to annual leave or compensatory time, and the use of a state-leased vehicle will not be permitted. When an employee is approved to take a personal vehicle, the travel time to and from the destination that will be allowed to be recorded as work time will be limited to one workday each way and cannot exceed the travel time that would have occurred if the employee had traveled by commercial airlines.

CROSS REFERENCES

[Financial Services Expenses and Reimbursements Policies](#)