PDAP CHEAT SHEET: TRAVEL GUIDANCE

Employee and Supervisor Responsibilities

Employees are responsible for:

- following general guidelines for employee travel related to their professional development and the reimbursement process from the Professional Development Assistance Program (PDAP)
- providing adequate notice to the Supervisor if travel expenses will be in excess of PDAP Travel allowance, and are responsible for requesting and confirming if excess expenses are eligible for reimbursement from the department budget
- determining the most cost-efficient and reasonable method of travel based on the professional development event
- reviewing all PDAP travel expenses for eligibility and accuracy BEFORE submission for reimbursement in Workday and submitting PDAP travel expenses SEPARATELY from conference, seminar, training, etc. expenses
- submitting all travel expenses for reimbursement within 30 days of returning and adhering to all submission deadlines set and communicated by OBS and HRSTM

Supervisors are responsible for:

- providing general guidance related to employee travel for professional development eligible for PDAP benefits
- providing adequate internal control over employee travel if expenses in excess of PDAP Travel allowance are eligible for reimbursement from the department budget
- assisting employees with determining the most cost-effective, efficient, and reasonable method of travel based on the professional development event
- reviewing all PDAP travel expenses for eligibility and accuracy BEFORE approving the reimbursement in Workday

Reimbursable Expenses

General eligibility

- Employees will be reimbursed for authorized necessary travel and related expenses incurred while attending PDAP events.
- Employees must provide itemized receipts for reimbursement of travel expenses, including meals and expenses other than authorized tips.

- Employees may not be reimbursed for transportation, lodging, meal expenses, or any other costs incurred by a spouse, child, or other person not essential to College business, who accompanies the employee on an official business trip.

Car, taxi, bus, and shuttle service

- Car, taxi, bus, and shuttle service fares incurred while traveling are reimbursable when on route to and from the airport, train station, bus station, and lodging accommodations.
- Employees shall use the mode of public transportation that results in the lowest reasonable cost.
- Employees may be reimbursed for gratuity on taxi, bus, and shuttle service fares (State of Maryland allows no more than 15% of the fare amount).

Mileage

- Mileage is reimbursable when using a personal vehicle for business travel. The IRS mileage rate reimbursement is calculated on a per-mile basis. This covers all expenses of using your vehicle for work-related travel including gas, oil, emergency maintenance, general wear and tear, etc.
- Separate gas and maintenance expenses are not reimbursable when using your personal vehicle.

Rental cars

- Subject to supervisor approval, employees may rent cars while on PDAP Travel when other means of transportation are unavailable, more costly, or impractical. The lowest cost and most reasonable vehicle necessary to achieve the business need shall be used.
- In addition to the cost of the rental car, the employee shall be reimbursed for necessary and reasonable expenses incurred, including gas and emergency maintenance.
- Mileage is not reimbursable for rental cars.

Parking and tolls

- Parking and tolls incurred while using a personal vehicle or approved rental car are eligible for reimbursement.
- Employees shall drive the route that results in the lowest reasonable cost in tolls.
- Employees shall park in facilities that result in the lowest reasonable cost in parking.

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Lodging

- Reimbursement shall be in an amount equal to the actual cost of the least expensive available rate for reasonable accommodations based on single occupancy.
- In cases of double occupancy by two College employees, each employee shall be reimbursed 50 percent of the total room charge.
- In cases of double occupancy when one of the occupants is not on College business, lodging reimbursement shall be on the basis of the least expensive available rate for reasonable accommodations based on single occupancy.

Meals

- Meal allowances for employees while in travel status are reimbursable. All meal rates are inclusive of taxes and tips (gratuity of 15-20% is reasonable and customary).
- When an employee is in travel status involving absence from home overnight, all meals are reimbursable.
- Alcoholic beverages are not eligible for reimbursement.
- If the registration fee for a conference, seminar, training, etc. includes the cost of meals, the employee may not request reimbursement for the included meals.
- While Montgomery College does not strictly follow a meal per-dem, you may view the State of Maryland Meal and Incidental Reimbursement Rates for recommended allowances:
    - Standard meal allowance rates (including tax and tip)
        - Breakfast …….$15.00
        - Lunch ……...$18.00
        - Dinner ……..$30.00
    - FY 2026 Meal allowance rates for high-cost metropolitan areas (including tax and tip)

International travel

- All international PDAP requests and travel must be approved by the employee's Senior Vice President. This approval MUST be in writing and attached to the documentation for your PDAP request.
- All stated travel guidance also applies to approved international travel.
- Employees should only use U.S.-issued credit cards to ensure an accurate daily exchange rate and should NOT use cash.