

EAP Cheat Sheet: Travel Guidance

Employee and Supervisor Responsibilities

Employees are responsible for:

- Following general guidelines for employee travel required for professional development events eligible for reimbursement from the Education Assistance Program (EAP).
- Providing adequate notice to the Supervisor if travel expenses will be in excess of EAP Travel allowance; 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 EAP travel expenses for eligibility and accuracy BEFORE submission for reimbursement in Workday and submitting EAP 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 for employee travel required for professional development events eligible for reimbursement from EAP.
- Providing adequate internal control over employee travel if expenses in excess of EAP Travel allowance are eligible for reimbursement from the department budget.
- Assisting employees with determining the most cost-efficient and reasonable method of travel based on the professional development event.
- Reviewing all EAP travel expenses for eligibility and accuracy BEFORE approval for reimbursement in Workday.

Reimbursable Expenses

General eligibility

- Employees may be reimbursed for authorized necessary travel and related expenses incurred by the employee while attending EAP events.
- Employees may not be reimbursed for transportation, lodging, meal expense, 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.
- For reimbursement of travel expenses, including meals and expenses other than authorized tips, employees must provide itemized receipts.

EAP Cheat Sheet: Travel Guidance

Car, taxi, bus, and shuttle service

- Car, taxi, bus, and shuttle service fares incurred while on travel status are reimbursable when traveling 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 logical 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 normally calculated on a per-mile basis and covers all expenses of owning and running your vehicle for the business portion of its use, 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 EAP Travel when other means of transportation are unavailable, more costly, or impractical. The lowest cost and most logical 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 logical cost in tolls.
- Employees shall park in facilities that result in the lowest logical cost in parking.

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.

EAP Cheat Sheet: Travel Guidance

- 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, except Maryland state tax, 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.
- View the State of Maryland Meal and Incidental Reimbursement Rates:
 - [Standard FY24 meal allowance rates](#) (including tax and tip)
 - Breakfast \$15.00
 - Lunch \$18.00
 - Dinner \$30.00
 - [Meal allowance rates for high-cost metropolitan areas](#) (including tax and tip)

International travel

- All international EAP requests and travel must be approved by the employee's Senior Vice President. This approval should be in writing and attached to the documentation for your EAP 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 NOT use cash.