

## Trip Types

Users will be asked to identify the type of trip for which they are requesting an Expense Reimbursement. To facilitate the user, a drop down menu will list the types of travel available for selection.

Trip Type	Definition
Regular Travel	<b>Regular Travel</b> occurs when expenses, in the conduct of official State business, are incurred from the use of commercial establishments that cater to the short-term traveler, such as: hotels, motels, bed and breakfasts, or restaurants.
Long Term Assignment	A <b>business</b> trip expected to extend beyond 30 days is considered a <b>Long Term Assignment</b> and the reimbursement rates available for regular travel no longer apply. Travelers are expected to locate long term accommodations near the job site. Note: Information on the employee's Profile must be updated regarding the <b>Long Term Assignment</b> before the Expense Reimbursement is keyed.
State Sponsored Conference/Convention	A <b>State Sponsored Conference/Convention</b> is a conference or convention planned and sponsored by one or more State agencies in the conduct of official State business with written prior approval given by the approving department.
Non-State Sponsored Conference/Convention	A <b>Non-State Sponsored Conference/Convention</b> is a conference or convention planned and sponsored by parties outside of the State for the purpose of conducting business affecting State agencies.
Non-Travel Expenses	A <b>Non-Travel Expense</b> is an <b>expense</b> necessary for the completion of official State business and is unrelated to travel. <b>Non-travel expenses</b> can include expenses such as Overtime Meal, Personal Auto Mileage, Call Back Mileage and Business Meals.

Last Modified: 04/17/03