

## 1. Day Trip – Employee – With Commute Miles – Pay for Lunch

Charlie Brown is an employee who lives in Owings Mills, works at the main UMB campus in Baltimore in the Department of Public Safety as a Police Officer, and needs to attend a one-day conference on Patrolling the Campus in Pikesville. The conference is 9:00 – 5:00. The registration fee is \$125.00. Lunch is not provided. Charlie must arrive by 8:30 to check in. Charlie drives directly to the conference from Owings Mills and goes directly to Owings Mills after the conference.

Date: April 10, 2018

The registration fee was paid on the P-Card.

Charlie requests reimbursement for mileage and lunch.

\*Is a Travel Request (TR) Required?

Answer: No. Employee day trip in-state does not require a TR.

Commute miles = 18.9 miles

Mileage between Charlie's home and Pikesville = 5.8 miles

\*\*Answer:

### Mileage:

Commute miles exceed trip miles. Charlie is not eligible for mileage. Commute miles entered into eTravel System were reduced to miles traveled. However, the traveler can exclude the mileage altogether and uncheck the mileage box.

### Meals:

Using USM meal rate for this example. Check with department to see whether USM or GSA rate is to be used.

Day trip meals are taxable - account 3371.