

B.5 TRAVEL - OBJECT 04

In-State Travel: Routine Operations (0401) and Conferences/Seminars/Training (0402)

Agencies should budget in-state travel expenditures in subobject 0401. These include tolls, parking fees, and the private mileage reimbursement rate of 53.5 cents per mile. Also included are meals, the allowances for which are as follows:

Breakfast:	\$10.00
Lunch:	\$12.00
<u>Dinner:</u>	<u>\$25.00</u>
Maximum per day:	\$47.00

0402 should be used to budget for conference fees, necessary hotels, and other related in-state travel costs not included in 0401. Participation in conferences/seminars/training should be limited to the direct mission of an agency. Detailing planned trips on a [DA-2 form](#) will aid in budget analysis. Please refer to the State travel policy documents on the DBM website for further guidance.

Out-of-State Travel: Routine Operations (0403) and Conferences/Seminars/Training (0404)

Subobjects 0403 and 0404 should be budgeted in the same manner as the In-State objects above. Unlike in-state objects, 0403 may include methods of travel such as by train or airplane.

Corporate Purchasing Card (0495)

DBM prefers that agencies do not budget planned expenditures under subobject 0495. Agencies should detail expenditures in the appropriate subobject listed above. Budget fluctuations from one year to the next should be justified, and using the [DA-2 form](#) aids in explaining these differences.