



DEPARTMENT OF EDUCATION
FISCAL AND ADMINISTRATIVE SERVICES

HIGHLIGHTS

Allowable cost for travel expenses at a glance

Effective, May 19, 2008

CASH ADVANCE <i>(Part XI, sec. 16a)</i>	Estimated cost for lodging, transportation, registration fees and per diem		100%	Account for expenditures within ten (10) working days of completion of the authorized travel
LODGING <i>(Part VIII, sec. 13a)</i>	Overnight stay Within the Virgin Islands	During May to November	\$150.00 per night	Receipts required
LODGING <i>(Part VIII, sec. 13a)</i>	Overnight stay Within the Virgin Islands	During December to April	\$175.00 per night	Receipts required
LODGING <i>(Part VIII, sec. 13c)</i>	Overnight stay <u>outside</u> of the Virgin Islands	Anytime	\$250.00 per night	Receipts required
PER DIEM (MEALS) <i>(Part VIII, sec. 13a,c)</i> <i>(Part XI, sec 16b & 17)</i>	Overnight Stay	Anytime	\$75.00 per day	No receipts required
FEEES AND TIPS <i>(Part I, sec. 1b3)</i>	\$20 max	Paid to waiters, porters, baggage carriers, bellhops, hotel maids, taxi drivers, dining room stewards etc.	Not to exceed 15%	Service-based receipts required in order to calculate fees & tips
PERSONAL LAUNDRY, CLEANING AND PRESSING OF CLOTHES <i>(Part I, sec. 1b4)</i>			Actual cost	Receipts required
SERVICE CHARGE <i>(Part I, sec. 1b5)</i>		Imposed by a place of lodging when such charges are not included in the room rate	Actual cost	Receipts required
TELEPHONE, E-MAIL, FAX <i>(Part V, sec. 10)</i>		On official business	\$10.00 per day	Receipts required

INTERNET <i>(Part V, sec. 10)</i>		On official business	\$15.00 per day	Receipts required
REGISTRATION FEES <i>(Part I, sec. 1b8)</i>			Actual cost	Receipts required
PARKING FEES <i>(Part X sec. 15b)</i>		On official business	\$25.00 per day	Receipts required
HIRE OF BOAT, AIRCRAFT OR OTHER SPECIAL CONVEYANCE <i>(Part IV, sec. 8)</i>	Allowed in the case of emergency only		Actual cost	Statement authorizing the use of special transportation shall be inscribed on the face of the GTR
AUTOMOBILE RENTAL <i>(Part IV, sec. 8)</i>	Outside the Virgin Islands	Approved in advance by Department Head	Actual Cost	Liability and loss damage insurance coverage must be acquired by the traveler.
TAXES, INTEREST AND SERVICES CHARGES <i>(Part I sec. 1c9)</i>		Note, if employee submits his fully supported and timely reimbursement request and remains unreimbursed for more than 30 days, interest and late fees in the amount equal to that charged may be reimbursed.	Actual cost	Receipts required
EXCESS BAGGAGE <i>(Part IV, sec.9)</i>		An explanation is to be included	Actual cost	Receipts showing the weight of the baggage and the points between which it was transported required
OTHER NECESSARY EXPENSES RELATED TO LODGING OR VALET SERVICES <i>(Part I sec. 1c10)</i>		Excluded are Alcoholic beverages, barbers, manicurists, masseurs etc.	Actual cost	Receipts required

This is only to be used for quick reference.

Please consult executive order # 439-2008 (Travel Regulations) for full details.