## How is travel status determined?

### Tell Me

Employees are considered to be in travel status whenever they are required to be away from their normal duty station in the performance of their job.

**There are two types of travel status:**

<table>
<thead>
<tr>
<th>Overnight Travel Status</th>
<th>Travel Status - Not Overnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employees are considered to be in overnight travel status when their business activities require at least one overnight absence from their duty station.</td>
<td>1. Travel status (not overnight) is when you are away from your normal duty station on official university business, and there is no overnight stay.</td>
</tr>
<tr>
<td>2. The travel destination must be at least 35 miles from the duty station or home, whichever is less, for the employee to receive reimbursement for lodging and meals.</td>
<td>2. Allowable expenditures when traveling (not overnight) include and are not limited to:</td>
</tr>
</tbody>
</table>

#### Examples
- A two-day conference in Asheville, NC.
- Business meeting in San Francisco, CA with an overnight stay.
- A week-long seminar in Houston, Texas.

3. Allowable expenditures when traveling overnight include and are not limited to:
   1. Mileage and transportation.
   2. Parking.
   3. Registration.
   4. Lodging.
   5. Meal subsistence.

   - **Breakfast** is allowed when the traveler departs the duty station or home prior to 6:00 am.
   - **Lunch** is allowed when the traveler departs the duty station or home prior to 12:00 pm (day of departure) or returns to the duty station after 2:00 pm (day of return).
   - **Dinner** is allowed when the traveler departs the duty station or home prior to 5:00 pm (day of departure) or returns to the duty station after 8:00 pm (day of return).

4. Reimbursements occurring from overnight travel status should be processed using the **Travel Reimbursement & Expense Report (TRER)**.

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