



**Department of Human Services
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POL 1215

**Revised:
Next Review:**

**04/03/2019
04/03/2021**

Subject: Travel Policy

POLICY

The policy of the Department of Human Services (DHS) is to assist all DHS employees who travel with State and departmental guidelines for planning and reimbursement of all approved travel expense.

A. Authority

The State Accounting Office (SAO) and the Department of Human Services (DHS) under the Internal Revenue Service (IRS) Publication 463(Travel, Entertainment, Gift, and Car Expenses).

B. References

Office of Financial Services Travel Policy Manual 1215
IRS Publication 463: <https://www.irs.gov/pub/irs-pdf/p463.pdf>

C. Applicability

This policy is applicable to all divisions and offices of DHS.

D. Definitions

E. Responsibilities

The Director of the DHS Office of Financial Services (OFS) is responsible for issuing and updating procedures to implement this policy.

F. History

None

G. Evaluation

None