

STATE OF MARYLAND EXPENSE CLAIM FORM INSTRUCTIONS

Field Name	Instructions
AGENCY INFORMATION	
Agency	Your state agency name.
Division	Your division name (e.g. RAD, TSD, ITD, GAD, etc.).
Social Security Number	Your full Social Security or Workday employee number must be included.
Employee Name	Your first and last name, as shown in Workday.
Home Address	The house number and street name of your home address. No work addresses will be accepted.
City, State, Zip	City, state, and ZIP of your home address.
Assigned Office Location	The city in which your permanent assigned office is located. Not the city in which you live.
Commute Miles	The number of miles, one-way , from Home to Work. Round to the nearest whole number, do not use decimals or fractions of a mile.
TRAVEL EXPENSES	
Date	The date the expense occurred (you can choose from the dropdown calendar). Up to 10 days can be on one expense account form.
Hotel	Total amount of hotel room per day, including fees and taxes, not to include meals or other misc. charges.
Breakfast	Total allowed cost of breakfast per day, if any.
Lunch	Total allowed cost of lunch per day, if any.
Dinner	Total allowed cost of dinner per day, if any.
Telephone	Ask your agency if you are eligible to expense this item.
Fare (bus, taxi, train, etc.)	Total cost of transportation per day, other than your personal vehicle.
Parking	Total cost of parking per day
Tolls	Total cost of any tolls, per day.
Mileage	See Mileage Reimbursement on the next page to calculate your mileage.
Registration Fee	Cost of fees for attending the meeting or conference.
Dues	Organizational dues to attend the meeting or conference, if any.
Tuition	Tuition costs associated with the course(s) you took.
Method of Travel	How did you travel? Your car, State car, Train, Bus, Plane, etc.
Date/Purpose and Location of Travel	Use this section to outline what you did each day you traveled. For meetings, enter type of meeting and location. If a conference, attach the schedule/agenda to the expense form.
TERRITORY COVERED	
Date	Dates should be listed in order and correspond to the Travel Expenses section above. E.g. Day 1 = the first entry in Territory Covered. Enter the same date in both sections.
Start Time	The time you began work on that date.
End Time	The time you finished work on that date.
Start Location	Start location is either HOME or WORK (except overnight travel).
City	If you had an overnight stay, enter the city for that date.
End Location	End Location is either HOME or WORK (except overnight travel).
Total Miles	Total miles driven for that date. Whole numbers only, no decimals.
Total Commute Miles	Mileage between home and work only. Whole numbers only, no decimals.

Mileage Reimbursement

- Starting location will always be either Home or Work.
- If you start from Home then go to Work, your starting location for travel should be Work.
- If your destination is a branch office, just put the branch office location (e.g. Annapolis, Baltimore, etc.).
- Mileage log, Odometer readings at the beginning and end of travel, or a MapQuest/Google Maps (address to address) printout showing total mileage.
- Use whole numbers for mileage, no decimals or fractions.
- Reimbursement will be at the current State-approved mileage rate per Department of Budget and Management.
- Commute miles (home to primary work location) are not reimbursable and must be clearly deducted from total mileage on travel during regular workdays.
- Must include home address, work address, and destination address.
- Ground transportation may be reimbursed when conducting official business. Tips (*Limits allowed by DBM*).

Examples

1. If your starting location is Home and ending location is Home – 2x one way commute miles must be subtracted from the total miles. The employee's assigned office location is Annapolis. They started at home in Glen Burnie traveled to the Towson Office (25 miles) then went back home (25 miles). Employee's one way commute miles = 18 miles. The **territory covered** is Home > Towson Office > Home. **Total miles:** Home to Towson Office (25 miles) PLUS Towson Office to Home (25 miles) EQUALS 50 total miles SUBTRACT 36 commute miles EQUALS 14 reimbursable miles.
2. If your starting location is Home and ending location is Work – 1x one way commute miles must be subtracted from the total miles. The employee's assigned office location is Annapolis. They started at home in Glen Burnie traveled to the Towson Office (25 miles) then went to work (44 miles). Employee's one way commute miles = 18 miles. The **territory covered** is Home > Towson Office > Work. **Total miles:** Home-Towson Office (25 miles) PLUS Towson Office to Work (44 miles) EQUALS 69 total miles SUBTRACT 18 commute miles EQUALS 51 reimbursable miles.
3. If your starting location is Work and your ending location is Home – 1x one way commute miles must be subtracted from the total miles. The employee's assigned office is Annapolis. They started at work and traveled to the Towson Office (44 miles), then went home (25 miles). Employee's one way commute miles = 18 miles. The **territory covered** is Work > Towson Office > Work. **Total miles:** Work to Towson Office (44 miles) PLUS Towson Office to Home (25 miles) EQUALS 69 total miles SUBTRACT 18 commute miles EQUALS 51 reimbursable miles.
4. If your starting location is Work and your ending location is Work – No one way commute miles need to be subtracted. The employee's assigned office is Annapolis. They started at work and traveled to the Towson Office (44 miles), then went back to work (44 miles). Employee's one way commute miles = 18 miles. The **territory covered** is Work > Towson Office > Work. **Total miles:** Work to Towson Office (44 miles) PLUS Towson Office to Work (44 miles) EQUALS 88 total miles SUBTRACT 0 commute miles EQUALS 88 reimbursable miles.