

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

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The last issue of the DCAR Newsletter, Volume 20, Number 1, was issued on July 1, 2009. The DCAR Newsletter is available on the OSF Web page at http://www.ok.gov/OSF/Comptroller/DCAR_Newsletters.html.

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Federal Per Diem Rate (Meals and Lodging) Changes

The Government Services Administration (GSA) has posted revisions to the per diem rates which are effective for travel beginning on and after October 1, 2009 (per FTR 10-01). There are across the board changes for the new federal per diem rates table. The majority of the destinations appear to have rate increases/decreases by location for lodging. There is also an increase in the amount of the per diem rate tiers for meals & incidentals. If you have any questions about a location rate, we recommend you go to the GSA CONUS website for the current information:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

The new Standard CONUS Rate is \$116 (\$70 for Lodging and \$46 for Per Diem), up from \$109. The new meal & incidental rates are:

Current Rate	Eff.10/1/2009
\$39	\$46
\$44	\$51
\$49	\$56
\$54	\$61
\$59	\$66
\$64	\$71

Attached is a revised per diem rate table for calculating per diem for the period of 18 hours to 7 days, three hours. The calculations are based on the six different rates available under the federal CONUS listing. Also, we have included a 'per diem in lieu of subsistence' table for the same period. The tables are included in this newsletter and can also be obtained at our Web site.

Direct Deposit of Travel - Setting up New Employee Vendor Records

The example employee/board member spreadsheet has been updated and posted to the OSF website for your use. The new spreadsheet includes a space for the EMPLID. OSF has begun to convert employee vendor records to direct deposit, using payroll bank information on an agency by agency basis. This update is done via an interface program that requires the Vendor Number and EMPLID. The program matches the SSN and EMPLID and if no exceptions, populates the direct deposit information and updates the address to the agency address on the vendor record.

When setting up new employees in the vendor database, please include the EMPLID on the "employee/board member spreadsheet" form.

Also, if you have a new employee who has transferred from a non-direct deposit agency, use the example spreadsheet and request that the vendor record be updated to add the direct deposit information.

If you have any question please contact the OSF Help Desk, 405.521.2444.

OSF Form 20R – Replacement of Statutory Canceled Warrants

OSF scans the statutory canceled warrant replacement vouchers as they are prepared. Accordingly, the 20R request forms are scanned as part of the document record. Signatures done in colored ink pens, particularly blue and red, are not picked up clearly in the scanned image. Therefore, please use black pens when signing the forms.

Also, please avoid using forms that have been copied many times since the quality of the forms normally is poor and does not scan well. When you view the form and it is not a clear copy, the scanned document will probably be a poor quality image.

Scanned images are official records and the quality of the scans is important.

REMINDER - Purchase Order Vouchers Quantities

In the May 28 DCAR Newsletter (Vol.19, #8), we notified agencies that beginning June 1, 2009, OSF would be running queries to identify unpaid purchase order vouchers with quantities less than one. An e-mail notification was sent to the agency finance officer each day during June 2009 to identify these vouchers and advise that this procedure will not be allowed for 2010 encumbrances. Then in July 2009, the e-mail notification was change to identify vouchers with incorrect quantities vouchered against a 2010 encumbrance. These vouchers are being placed in recycle status so that the purchase order and/or voucher can be corrected before the voucher is paid.

We are still finding such 2010 purchase order vouchers processed with fractional or zero quantities. Agencies should more closely monitor their purchase orders and such vouchers to avoid having your vouchers being placed in recycle status otherwise payments are delayed.

International ACH Transactions (IAT)

The National Automated Clearing House Association, NACHA, has a new rule going into effect this month. The new rule will enable financial institutions to comply with OFAC obligations regarding international transactions. NACHA defines this new transaction as an IAT, International ACH Transaction, which is a credit or a debit payment instruction exchanged across national borders to transfer value between an Originator (sender) and a Receiver (beneficiary). Agencies will need to determine whether or not any of their transactions should be considered an IAT. JP Morgan Chase has posted additional information regarding IAT transactions at www.jpmorgan.com/tss/General/ACH/1159368275680.

If your agency has outgoing electronic ACH items such as payroll, pensions and /or vendor payments to financial institutions located outside of the U.S. you may be affected. Please contact Betty Pearson, Treasury Services Manager, Office of the State Treasurer (OST), at betty.pearson@treasurer.ok.gov or 405-521-6070. Additional information will be required to process the cross-border movement of funds. OST will be working with state agencies and with our JP Morgan Chase account representatives to review these transactions. Please contact OST if you have questions or would like to discuss specific payment scenarios that might involve international ACH. Wire transfers are not affected by this change and may be considered as a payment alternative.

Employee Overpayments Collected After Year End

Employee overpayments that are collected in the next calendar year are to be repaid at the gross overpayment amount in accordance with Internal Revenue Service regulations. If an employee owes the agency, please be certain to let the employee know if the amount is not paid in full by December 31, 2009, the amount they owe will increase to the gross amount.

For example, John Deere was overpaid in September by \$1,000.00 regular wages. This was discovered in October and the agency calculated what the correct payroll should have been. The net check difference is \$743.50, this is the amount the employee owes the agency if paying back by personal check or miscellaneous deduction in the current year. If the employee does not pay this net amount back by December 31, 2009, the employee owes the agency the full \$1,000.00 gross overpayment.

The applicable W-2, Corrected W-2, or W-2C will only reflect a change in the Social Security and Medicare wages and taxes. Since the employee received and had use of the funds during the year of overpayment, the amount is still taxable for federal and state purposes. The W-2 form will not correct Federal or State taxable wages or income taxes. The employee may be entitled to either a deduction or credit on their current year Form 1040, please advise them to speak to their tax accountant.

With the calendar year end only a few months away, this is most important and must be conveyed to the employees who owe any monies back to the agency.

Taxability of Gift Cards, Certificates, and Coupons

Giving gifts to employees is restricted and should only be given as part of a formal employee recognition program. See Oklahoma Statutes, Title 74, Sections 4121 and 4122. However, any gift cards, certificates, and coupons given to employees are to be included in the employee's taxable income. They are considered by the Internal Revenue Service to be cash or a cash equivalent and do not meet the requirements to be excludable as a de minimis fringe benefit. Even when an employer provides gift cards, certificates, or coupons to purchase a turkey, ham, or other nominal value property, these are considered wages and are subject to income and employment taxes. This is true even when the card restricts the items purchased, the time to use the coupon, and any unused portion is forfeited. Cash equivalents do not meet the de minimis fringe benefit requirements.

PeopleSoft Agencies: Process the gift card amount using the TRC Code of "GIFT", which will show as earnings code "GFT". The amount will be included as taxable income and will be taxed on the paycheck.

PACS (Legacy System) Agencies: Process the gift card amount as an additional amount subject to FICA using Trailer Code "105". The amount will be included as taxable income and will be taxed on the paycheck as other additional FICA amounts are taxed.

Definition Clarification – Motor Vehicles VS Non-Motor Vehicles

As clarification for the use of several expenditure account codes (i.e., 537290 Motor Vehicle Supplies, 537310 Motor Vehicle Parts, 541280 Equipment-Motor Vehicles-Trucks & Buses, and 541290 Equipment-Motor Vehicles-Passenger Cars) OSF is providing a better description of what is defined as a motor vehicle. Normally, a motor vehicle is described as a vehicle that provides transportation, such as passenger cars, trucks, vans, buses, motor homes, and motor cycles. It would not include items such as forklifts, tractors, golf carts (unless street legal for transportation), road graders, etc. These items would be considered equipment, but not motor vehicles.

Revised Electronic Warrant Cancellation Form

The OSF Form EWC, Electronic Warrant Cancellation, has been updated on the OSF website. The new form (dated 9/09) is used to “cancel” electronic payments of 7XX Fund transactions and Miscellaneous voucher payments (travel direct deposits and vendor ‘EFT’ payments). The new form is required to be used effective October 1, 2009. Any requests completed on the old form after October 1, 2009 will be rejected by the bank.

The forms and instructions are available from the State Comptroller’s web page, under the DCAR Forms link at www.ok.gov/OSF/Comptroller/index.html.

Updated Payroll Warrant Cancellation Form and Instructions

The OSF Form PWC, [Request for Payroll Warrant/Direct Deposit Cancellation](#), has been updated along with the instructions. The new form is required to be used effective immediately. Any requests completed on the old form will be rejected and the agency will be notified to complete and submit the request using the new, revised form. The following link will take you to the DCAR Forms section of the website: http://www.ok.gov/OSF/Comptroller/DCAR_Forms.html. Please follow the instructions to accurately complete and submit the form. Incorrect information entered on the form will cause a delay in the process of stopping a payment or retrieving funds. Additionally, the agency is responsible for sending the original form to Transaction Processing in a timely manner after successfully faxing the form. Please be sure to verify the fax was successful.

If you have any questions regarding these procedures, please contact Jean Hayes at 405.522.6300, jean.hayes@osf.ok.gov or Lisa Raihl lisa.raihl@osf.ok.gov.

Payroll Warrant Cancellation Procedures for Paper Warrants

The OSF Form PWC will need to be completed as applicable for the paper warrant and sent to Transaction Processing along with the voided payroll warrant. Upon receiving the documents, the warrant will be cancelled.

If you have any questions regarding these procedures, please contact Jean Hayes at 405.522.6300, jean.hayes@osf.ok.gov or Lisa Raihl at lisa.raihl@osf.ok.gov

Payroll Warrant Cancellation Procedures for Direct Deposits

The Payroll Warrant Cancellation (PWC) Procedures allow for processing time. Depending on the timing of the PWC, either a Stop Payment/Delete or a Reversal will be initiated. Please follow all instructions for faxing and completing the form. The OSF Form PWC and instructions are located on the OSF website. The following link will take you to the DCAR Forms section of the website: http://www.ok.gov/OSF/Comptroller/DCAR_Forms.html. The agency is responsible for sending the original form to Transaction Processing after successfully faxing the form. Please be sure to verify the fax was successful.

- Stop Payment/Deletes are initiated for payroll items that have been processed and have an effective date three (3) or more days prior to the items effective date.
 - The OSF Form PWC will need to be faxed to the Office of State Finance by 12:00 noon three (3) or more business days prior to the effective date of the payroll item. For example, September 30th payroll cutoff will be September 25th at 12 noon. Successfully processed stop payment/deletes prevent the funds from being deposited into the employee's bank account.
 - State Finance is notified of the return on the effective date of the payroll item. The warrant cancellation will be completed after receiving both the original form and the bank notification.
- Reversals are initiated for payroll item(s) that do not fall into the Stop Payment/Delete time frame. A reversal is a debit transaction that follows the credit payroll item to the employee's bank account.
 - The receiving bank has five (5) business days from the date of the reversal request to return the item. All reversal items are at risk of not being returned to the State.
 - NACHA, the National Automated Clearing House Association, rules require that an employee be notified in writing of a reversing entry and the reason for the reversing entry no later than the effective date of the reversing entry. Please notify the employee no later than the day the OSF Form PWC is submitted to State Finance.

The statement below can be modified by your agency and used to inform your employee(s) of the pending reversal.

A payroll item will be posted in error to your bank account on MM/DD/YY. A reversal has been issued and will post to your account to pull these funds back to the State. Please keep the full amount of this deposit in your account. If the State cannot retrieve the full amount of the deposit, action will be taken in accordance with applicable procedures to retrieve the funds from you.

The agency is responsible for recovering the funds from the employee should the funds not be returned to the State. Please refer to O.S. 74 Chapter 27A, Section 940-2.19 D for proper procedures for recovering overpayments if needed. The agency should submit the OSF Form 94 for processing if the employee pays back the funds through a miscellaneous payroll deduction or cash.

Upcoming Local Training/CPE

Due to the tight budgets this year, many agencies are looking for local training to reduce travel costs. Listed below are several opportunities within the State:

Oct. 15, 2009

Home-Grown Fraud – Trust But Verify

Presented by the State Auditor and Inspector's Office

Speakers - Jeff Brown, Cindy Wheeler, CPA, Wes Edens and Sherri Combs, CFE

OKC Zoo, Rosser Auditorium, 2101 N.E. 50th St., OKC

In the past year, the State Auditor's Office has uncovered the embezzlement of more than \$2 million from fraud schemes. In every instance, these violations of the public trust could have been prevented or discovered sooner. This course exposes the results of poor internal controls, the high risk resulting from a lack of segregations of duties, and the need for oversight, review and accountability in Oklahoma's public entities.

For more information, please visit www.sai.ok.gov

Nov. 3-4, 2009

Preparing for Year-End and 2010

Presented by the American Payroll Association

Oklahoma City, OK (11/3) and Tulsa, OK (11/4)

Preparing for Year-End and 2010 brings you up to date on the latest changes in legislation and regulations that affect the close of 2009 and the beginning of 2010. Year-end processing tips, fringe benefit taxation and reporting, implementing new tax laws and regulations. Good for payroll, human resources, systems, accounting and finance professionals responsible for payroll operations and involved in year-end processing.

For more information, please visit www.americanpayroll.org

Nov. 12, 2009

Internal Controls, The Stimulus and Other Issues

Presented by AGA Oklahoma City Chapter

Speakers – Dr. William Morehead, CGFM, CPA; Bill Maus, Maximus Consulting; Richard Finley, CPA; Lucinda Meltabarger, Office of State Finance

Rose State College Professional Training Center, I-40 and Hudiburg Drive

Are you called to prevent fraud in the workplace through improved internal controls, maintain ethical values in a seemingly continuous atmosphere of change or to improve communications in the workplace? Join AGA for 8 hours of continuing professional education geared for professionals at all levels of government and private industry who strive to serve through the business of government in the midst of a continually evolving business and political environment.

For more information, please visit <http://www.agaokc.org/training.htm>

April 19-20, 2010

NSAA/NASC Middle Management Conference

Skirvin Hilton Hotel, Oklahoma City, OK

The conference features tracks tailored to address the training needs of middle management staff, including those specializing in the areas of audit and finance programs.

For more information, please visit <http://www.nasact.org>

STATE TRAVEL REIMBURSEMENT
Meals Expense (Per Diem) Reimbursement Rate Table

Effective October 1, 2009

REGULAR PER DIEM RATES
(6 SEPARATE CONUS RATES)

Note: the "+" means exceeds (i.e., over 21 hrs.) Recorded Travel Period	\$46.00		\$51.00		\$56.00		\$61.00		\$66.00		\$71.00	
	by Qtr	Total	by Qtr	Total	by Qtr	Total	by Qtr	Total	by Qtr	Total	by Qtr	Total
Less than 18 hours	See note below		See note below		See note below		See note below		See note below		See note below	
At least 18 hrs. to 21 hrs.	11.50	34.50	12.75	38.25	14.00	42.00	15.25	45.75	16.50	49.50	17.75	53.25
21 hrs + to 1 day, 3 hrs.	11.50	46.00	12.75	51.00	14.00	56.00	15.25	61.00	16.50	66.00	17.75	71.00
1 day, 3 hrs. + to 1 day, 9 hrs.	11.50	57.50	12.75	63.75	14.00	70.00	15.25	76.25	16.50	82.50	17.75	88.75
1 day, 9 hrs. + to 1 day, 15 hrs.	11.50	69.00	12.75	76.50	14.00	84.00	15.25	91.50	16.50	99.00	17.75	106.50
1 day, 15 hrs. + to 1 day, 21 hrs.	11.50	80.50	12.75	89.25	14.00	98.00	15.25	106.75	16.50	115.50	17.75	124.25
1 day, 21 hrs. + to 2 days, 3 hrs.	11.50	92.00	12.75	102.00	14.00	112.00	15.25	122.00	16.50	132.00	17.75	142.00
2 days, 3 hrs. + to 2 days, 9 hrs.	11.50	103.50	12.75	114.75	14.00	126.00	15.25	137.25	16.50	148.50	17.75	159.75
2 days, 9 hrs.+ to 2 days, 15 hrs.	11.50	115.00	12.75	127.50	14.00	140.00	15.25	152.50	16.50	165.00	17.75	177.50
2 days, 15 hrs.+ to 2 days, 21 hrs.	11.50	126.50	12.75	140.25	14.00	154.00	15.25	167.75	16.50	181.50	17.75	195.25
2 days, 21 hrs.+ to 3 days, 3 hrs.	11.50	138.00	12.75	153.00	14.00	168.00	15.25	183.00	16.50	198.00	17.75	213.00
3 days, 3 hrs. + to 3 days, 9 hrs.	11.50	149.50	12.75	165.75	14.00	182.00	15.25	198.25	16.50	214.50	17.75	230.75
3 days, 9 hrs.+ to 3 days, 15 hrs.	11.50	161.00	12.75	178.50	14.00	196.00	15.25	213.50	16.50	231.00	17.75	248.50
3 days, 15 hrs.+ to 3 days, 21 hrs.	11.50	172.50	12.75	191.25	14.00	210.00	15.25	228.75	16.50	247.50	17.75	266.25
3 days, 21 hrs.+ to 4 days, 3 hrs.	11.50	184.00	12.75	204.00	14.00	224.00	15.25	244.00	16.50	264.00	17.75	284.00
4 days, 3 hrs. + to 4 days, 9 hrs.	11.50	195.50	12.75	216.75	14.00	238.00	15.25	259.25	16.50	280.50	17.75	301.75
4 days, 9 hrs.+ to 4 days, 15 hrs.	11.50	207.00	12.75	229.50	14.00	252.00	15.25	274.50	16.50	297.00	17.75	319.50
4 days, 15 hrs.+ to 4 days, 21 hrs.	11.50	218.50	12.75	242.25	14.00	266.00	15.25	289.75	16.50	313.50	17.75	337.25
4 days, 21 hrs.+ to 5 days, 3 hrs.	11.50	230.00	12.75	255.00	14.00	280.00	15.25	305.00	16.50	330.00	17.75	355.00
5 days, 3 hrs. + to 5 days, 9 hrs.	11.50	241.50	12.75	267.75	14.00	294.00	15.25	320.25	16.50	346.50	17.75	372.75
5 days, 9 hrs.+ to 5 days, 15 hrs.	11.50	253.00	12.75	280.50	14.00	308.00	15.25	335.50	16.50	363.00	17.75	390.50
5 days, 15 hrs.+ to 5 days, 21 hrs.	11.50	264.50	12.75	293.25	14.00	322.00	15.25	350.75	16.50	379.50	17.75	408.25
5 days, 21 hrs.+ to 6 days, 3 hrs.	11.50	276.00	12.75	306.00	14.00	336.00	15.25	366.00	16.50	396.00	17.75	426.00
6 days, 3 hrs. + to 6 days, 9 hrs.	11.50	287.50	12.75	318.75	14.00	350.00	15.25	381.25	16.50	412.50	17.75	443.75
6 days, 9 hrs. + to 6 days, 15 hrs.	11.50	299.00	12.75	331.50	14.00	364.00	15.25	396.50	16.50	429.00	17.75	461.50
6 days, 15 hrs. + to 6 days, 21 hrs.	11.50	310.50	12.75	344.25	14.00	378.00	15.25	411.75	16.50	445.50	17.75	479.25
6 days, 21 hrs. + to 7 days, 3 hrs.	11.50	322.00	12.75	357.00	14.00	392.00	15.25	427.00	16.50	462.00	17.75	497.00

Note: Only if overnight travel status with lodging occurred as required for official business.

STATE TRAVEL REIMBURSEMENT
Meals Expense (Per Diem) Reimbursement Rate Table

Effective October 1, 2009

IN LIEU OF SUBSISTENCE
(Regular Rate Plus Additional \$10.00 Per Day)

Note: the "+" means exceeds (i.e., over 21 hrs.) Recorded Travel Period	\$46.00		\$51.00		\$56.00		\$61.00		\$66.00		\$71.00	
	by Qtr	Total	by Qtr	Total	by Qtr	Total	by Qtr	Total	by Qtr	Total	by Qtr	Total
Less than 18 hours	See note below		See note below		See note below		See note below		See note below		See note below	
At least 18 hrs. to 21 hrs.	14.00	42.00	15.25	45.75	16.50	49.50	17.75	53.25	19.00	57.00	20.25	60.75
21 hrs + to 1 day, 3 hrs.	14.00	56.00	15.25	61.00	16.50	66.00	17.75	71.00	19.00	76.00	20.25	81.00
1 day, 3 hrs. + to 1 day, 9 hrs.	14.00	70.00	15.25	76.25	16.50	82.50	17.75	88.75	19.00	95.00	20.25	101.25
1 day, 9 hrs. + to 1 day, 15 hrs.	14.00	84.00	15.25	91.50	16.50	99.00	17.75	106.50	19.00	114.00	20.25	121.50
1 day, 15 hrs. + to 1 day, 21 hrs.	14.00	98.00	15.25	106.75	16.50	115.50	17.75	124.25	19.00	133.00	20.25	141.75
1 day, 21 hrs. + to 2 days, 3 hrs.	14.00	112.00	15.25	122.00	16.50	132.00	17.75	142.00	19.00	152.00	20.25	162.00
2 days, 3 hrs. + to 2 days, 9 hrs.	14.00	126.00	15.25	137.25	16.50	148.50	17.75	159.75	19.00	171.00	20.25	182.25
2 days, 9 hrs.+ to 2 days, 15 hrs.	14.00	140.00	15.25	152.50	16.50	165.00	17.75	177.50	19.00	190.00	20.25	202.50
2 days, 15 hrs.+ to 2 days, 21 hrs.	14.00	154.00	15.25	167.75	16.50	181.50	17.75	195.25	19.00	209.00	20.25	222.75
2 days, 21 hrs.+ to 3 days, 3 hrs.	14.00	168.00	15.25	183.00	16.50	198.00	17.75	213.00	19.00	228.00	20.25	243.00
3 days, 3 hrs. + to 3 days, 9 hrs.	14.00	182.00	15.25	198.25	16.50	214.50	17.75	230.75	19.00	247.00	20.25	263.25
3 days, 9 hrs.+ to 3 days, 15 hrs.	14.00	196.00	15.25	213.50	16.50	231.00	17.75	248.50	19.00	266.00	20.25	283.50
3 days, 15 hrs.+ to 3 days, 21 hrs.	14.00	210.00	15.25	228.75	16.50	247.50	17.75	266.25	19.00	285.00	20.25	303.75
3 days, 21 hrs.+ to 4 days, 3 hrs.	14.00	224.00	15.25	244.00	16.50	264.00	17.75	284.00	19.00	304.00	20.25	324.00
4 days, 3 hrs. + to 4 days, 9 hrs.	14.00	238.00	15.25	259.25	16.50	280.50	17.75	301.75	19.00	323.00	20.25	344.25
4 days, 9 hrs.+ to 4 days, 15 hrs.	14.00	252.00	15.25	274.50	16.50	297.00	17.75	319.50	19.00	342.00	20.25	364.50
4 days, 15 hrs.+ to 4 days, 21 hrs.	14.00	266.00	15.25	289.75	16.50	313.50	17.75	337.25	19.00	361.00	20.25	384.75
4 days, 21 hrs.+ to 5 days, 3 hrs.	14.00	280.00	15.25	305.00	16.50	330.00	17.75	355.00	19.00	380.00	20.25	405.00
5 days, 3 hrs. + to 5 days, 9 hrs.	14.00	294.00	15.25	320.25	16.50	346.50	17.75	372.75	19.00	399.00	20.25	425.25
5 days, 9 hrs.+ to 5 days, 15 hrs.	14.00	308.00	15.25	335.50	16.50	363.00	17.75	390.50	19.00	418.00	20.25	445.50
5 days, 15 hrs.+ to 5 days, 21 hrs.	14.00	322.00	15.25	350.75	16.50	379.50	17.75	408.25	19.00	437.00	20.25	465.75
5 days, 21 hrs.+ to 6 days, 3 hrs.	14.00	336.00	15.25	366.00	16.50	396.00	17.75	426.00	19.00	456.00	20.25	486.00
6 days, 3 hrs. + to 6 days, 9 hrs.	14.00	350.00	15.25	381.25	16.50	412.50	17.75	443.75	19.00	475.00	20.25	506.25
6 days, 9 hrs. + to 6 days, 15 hrs.	14.00	364.00	15.25	396.50	16.50	429.00	17.75	461.50	19.00	494.00	20.25	526.50
6 days, 15 hrs. + to 6 days, 21 hrs.	14.00	378.00	15.25	411.75	16.50	445.50	17.75	479.25	19.00	513.00	20.25	546.75
6 days, 21 hrs. + to 7days, 3 hrs.	14.00	392.00	15.25	427.00	16.50	462.00	17.75	497.00	19.00	532.00	20.25	567.00

Note: Only if overnight travel status with lodging occurred as required for official business.