

# LONG-TERM TRAVEL ASSIGNMENT

The following information is required before an employee begins travel for the state where it is anticipated they will be in long-term travel status. Although this form should be completed for all long-term travel, completing it is not mandatory if the employee is in long-term travel status to a location that does not meet the criteria noted below for in-state or out-of-state. If the criteria for in-state and out-of-state is met, this form must be completed as soon as it is anticipated that these thresholds will be met (which is usually at the beginning of the assignment).

This travel is      IN-STATE (6 months or longer) OR      OUT-OF-STATE (30+ days).

Travel details must be provided promptly (before travel begins) to your department's fiscal office and to the Department of Administration, Division of Finance. The information is necessary to ensure the employee's per diem is handled in compliance with IRS regulations governing long-term travel and to evaluate any out-of-state withholding requirements. If the state makes payments to an employee for lodging, meals, and other travel expenses while the employee is on long-term travel which is expected to or does exceed one year in duration, such payments are taxable as compensation to the employee (consider reviewing the document [Income Tax Implications of Long-term Per Diem](#)). Identifying such payments early in the travel status is preferable so as to avoid issuing an amended W-2 after the fact.

If the long-term travel is anticipated to (or does) exceed one year or the long-term travel is out-of-state for 30+ days, complete the second page of this form.

<b>Department</b>	<b>Division</b>	<b>Section</b>		
<b>Employee Name</b>		<b>Employee Pay Vendor Number</b>		
<b>Job Title</b>		<b>AMHS ONLY</b>	<b>Seamen/Waterway</b>	<b>Shoreside</b>
<b>Bargaining Unit</b>	<b>Duty / Work Station</b>	<b>Seasonal Employee</b>	<b>YES</b>	<b>NO</b>

## Travel Status Information

<b>Anticipated Start Date</b>		<b>Anticipated End Date</b>	
<b>Location</b>			
<b>Project(s)</b>			
<b>Project Anticipated Start Date</b>		<b>Project Anticipated End Date</b>	
<b>Dates of Interruption(s) for Seasonal Shutdown of the Project</b>			
<b>Estimated Percentage of Time Employee Will Work at this Travel Location This Calendar Year</b>			<b>%</b>
<b>Estimate of percent of time employee worked at this travel location (out of the total time actually worked during the calendar year) each of the last 2 calendar years (provide dates):</b>			
<b>Last Year</b>	<b>%</b>	<b>Dates</b>	
<b>Year Before</b>	<b>%</b>	<b>Dates</b>	
<b>Include this same information for other projects to which it is anticipated this employee will be or has been assigned at this location (or other locations), whether concurrent with this project, prior to it, or following it, even though the project(s) may be individually of less than six months (but greater than one month) in duration, and in separate calendar years.</b>			

<b>Supervisor Signature</b>	<b>Date</b>
<b>Department Administrative Services Approval</b>	<b>Date</b>
<b>DOA, Division of Finance Approval</b>	<b>Date</b>

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<b>Employee Name</b>	<b>Employee Pay Vendor Number</b>
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It is anticipated the above named employee will be in long-term travel status (at the location referenced on the previous page) for a period which is anticipated to exceed or has exceeded one year. **The employee has been advised that per diem paid at this location is taxable (IRS one-year rule).**

It is anticipated the above named employee will be in long-term travel status (at the location referenced on the previous page) for a period which is anticipated to be 30 days or more for out-of-state travel. **The employee has been advised that there may be income tax consequences placed upon wages earned during this assignment (dependent on the income tax laws of the State assigned).**

Justification as to why it is in the state's best interest to continue to pay per diem rather than move the employee to the location of the project(s) is detailed below (items which should be considered in the analysis include the anticipated per diem and other travel costs, cost of moving the employee and family, geographic salary differential, other projects at this location to which the employee is or could be assigned, any other relevant information).

<b>Employee Signature</b>	<b>Date</b>
<b>Supervisor Signature</b>	<b>Date</b>
<b>Department Administrative Services Approval</b>	<b>Date</b>
<b>DOA, Division of Finance Approval</b>	<b>Date</b>