**CHAPTER 5:01:03**

**TRAVEL VOUCHER REQUIREMENTS**

Section

 5:01:03:01 Travel vouchers required.

 5:01:03:02 Transferred.

 5:01:03:03 Transferred.

 5:01:03:04 Transferred.

 5:01:03:05 Transferred.

 5:01:03:06 Transferred.

 5:01:03:07 Fleet and Travel Management approval required for certain mileage reimbursement -- Exception.

 5:01:03:08 Date and hour of departure required.

 5:01:03:09 Additional points visited required.

 5:01:03:10 Computation of arrival or departure time.

 5:01:03:11 Two trips to airport allowable in exceptional circumstances.

 5:01:03:12 Interrupted travel or indirect route of travel at employee's own expense.

 5:01:03:13 Travel expense reimbursement for direct route only.

 5:01:03:14 Information required regarding reimbursable state travel.

 5:01:03:15 Point of return to duty status.

 5:01:03:16 Interrupted air travel due to adverse conditions excused.

 5:01:03:17 Transferred.

 5:01:03:18 Weekend layovers.