


## MEMORANDUM

**TO:** State Parks and Cultural Resources Employees

**FROM:** Milward Simpson, Director   
Wyoming Department of State Parks & Cultural Resources

**DATE:** September 17, 2014

**RE:** Travel Reimbursement for Double Occupancy Hotel Rates

Dear SPCR employees,

The issue of travel reimbursement and double occupancy hotel rates has recently come up. This e-mail memo is to provide clarification on the Department's policy regarding instances where an employee travelling on state business and a spouse or guest who is not travelling on state business stay in the same hotel room and the employee is charged a higher double occupancy rate. I realize that, on occasion, an employee will be given permission to include a spouse or family member as travelling with the employee to help the employee accomplish state business, and this policy does not apply to those circumstances. This policy applies where a spouse or guest is staying with the employee but is not involved with the state business the employee is conducting.

Having looked into the relevant statutes and policies, the Department's internal policy will be to only reimburse the lower single occupancy rate. Obviously, this will mean that you will have to pay any extra amount out of your own pockets under these circumstances. The standard here is to ensure that the Department is only reimbursing for costs that legitimately constitute state business.

Thank you for your cooperation and understanding and please do contact me if you have questions or concerns about this policy. As always, I thank you for your service to the Department and to the state.

