



2016 State Travel Annual Newsletter

State Travel Annual Training

**June
14**

This year, the annual travel training is scheduled to be held on Tuesday, June 14, 2016 from 9:00 am to 12:00 pm in the State Office Building Auditorium. This training is designed to provide procedural guidelines for both beginner and experienced travel planners. It will

outline procedures and policies when booking business travel on behalf of State of Utah travelers. The intent of this training is to increase travel planners' efficiency in booking business travel and also to improve knowledge of the travel accounting reimbursement policies and procedures. We will be covering the policy in full, highlighting key points.

We have made some clarifications and changes to the policy. We are currently reviewing the lodging and meal per diem rates for in-state travel as well as the mileage rates. These new policy clarifications, changes and rates for FY'17 will be discussed.

Included in the training this year, our account representative from Christopherson Travel, Dallas Stewart, will be showing some of the innovative proprietary technologies that are available for travelers and travel planners. Dallas will also do a brief demo of the online booking tool, Concur. Some State agencies are already using this tool, which is saving their agency money.

Here is a link to register for the training: <http://fleet.utah.gov/travel-training.html>

This year, we will have the training available to view online via Go-To Meetings. Space is very limited. It is limited to a maximum of 25 attendees and will only be available to people that have a home base of 100 miles or more from Capitol Hill. If you would like to join the meeting via Go-To Meetings, please contact Kevin Lucus at klucus@utah.gov or 801-538-3109.

Travel Contracts

State Travel obtained new city-pair contracts with Delta Airlines and Alaska Airlines beginning this year. We were able to negotiate a five-year contract with both airlines. The rules of these fares have not changed in that they are still refundable and changeable with no penalties. This is great news! Our contract with Southwest Airlines, which gives us 10 percent off of their published fares is still in place and is valid through January 1, 2017. Our current contracts with Enterprise, National and Hertz are

still in place and valid until October 2019. Our contract with Christopherson Business Travel is still in place and valid through March 31, 2019 as well.



State Travel Card Changes

On December 31, 2016, our contract with UMB Bank will expire. We will be transitioning to U.S. Bank. The program itself is also changing. Currently, the travel cards are individual liability, which means the cardholder has to have their personal credit history checked in order to get approval for the card. It also means that when using the card, the cardholder is responsible for

paying the monthly bill. The new program with U.S. Bank will be a state liability type program, similar to the Pcard program. This will eliminate having to gather confidential information and also allow for transparency and policy adherence. More information regarding training and the transition process is forthcoming.

State Travel Office Personnel

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State Travel Office Phone Numbers

Mon. - Fri, 8:00am to 5:00 pm (MT)
Phone: (801)538-3350
In-state toll free (866)489-9834

After Hours, Weekends, and Emergency Assistance

Mon. - Fri, 5:00pm to 8:00am (MT)
All day on weekends and holidays
Phone: (801)538-3350

Daytime Emergency Assistance (if traveling within 24 hours)

Mon. - Fri, 8:00am to 5:00 pm (MT)
Phone: (801)537-9124
Fax: (801)538-3485

Please visit our website at www.statetravel.utah.gov for valuable information on our contracts, policies, and much more!