6A. Travel Guide

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A. General Travel Information

1. **This is a State Division of Finance mini-Policy and Procedure Guide. The guidelines in this pamphlet are informational only. See *State of Utah Accounting Policies and Procedures* section FIACCT 10-02.00 for** actual policy and detailed travel information.

2. For **HELP** regarding procedural information on travel or regarding questions related to the State Travel Office, call the State Travel Office at 801-538-3109 or 801-538-3357.

3. **Travel Agency**. The State has contracted with a travel agency to provide business reservation assistance for the following services:

   In-State Travel: Airline and rental car needs. (Travelers may secure their own in-state lodging reservations as long as the rate is within the state lodging per diem.)

   Out-Of-State Travel: Airline, rental car, and hotel/motel needs.
   - Corporate Travel 801-538-3350, www.statetravel.utah.gov
   - Emergency Line
     - Monday - Friday 801-537-9124 (7:00 a.m.-6:00 p.m.)
     - After Hours 1-888-739-7018

   The Division of Finance will not honor any reimbursement requests for any expenses that are not made in accordance with this policy. Exceptions to this policy may be granted when the travel is being paid for by a third party other than the State and the third party makes the arrangements and payments directly through their own travel agency.

4. **Business Travel Account (BTA)**. **All** airline tickets must be purchased using the Business Travel Account. Airline tickets issued through the Business Travel Account are **not** reimbursed to the employee, but paid directly to the travel card company. The State will not reimburse the employee for the cost of airline travel if it is charged to an individual credit card or to the employee's state Visa Business Travel card.

5. **Reimbursement By A Third Party**.
   a. An employee who receives a travel reimbursement from a third party for travel that was on state time or for state business should not be enriched by the reimbursement beyond what the travel policy allows.
      - For example, if an employee is paid by a third party $50 a day for an out-of-state meal allowance, then the difference between the state rate of $45 and the $50 must be deposited with the State. An employee who receives from the third party less than the state rate can be reimbursed by the State for the difference.

   b. Travel expenses reimbursed by a third party may be treated by an employee in one of the following ways:
      - State Reimbursement – Obtain a regular travel reimbursement from the state and then deposit the total third party reimbursement with the state as a refund of expenditure.
      - No state Reimbursement – Retain the amount reimbursed by the third party, up to the amount allowed by the travel policy, and do not submit a state reimbursement. If the amount reimbursed by the third party is greater than allowed by the travel policy, the difference must be deposited by the employee with the state.

   c. Regardless of which method the employee selects in 5.b. above, upon completion of a trip for which a third party is reimbursing the traveler directly, the following must occur:
      - The traveler must submit a copy of the reimbursement check, itinerary, all receipts that were required, and the third party reimbursement form.
      - This information must be attached and filed with their FI-5 form.

For unique circumstances that prevent you from following the policy, contact the State Travel Manager at 801-538-3109.

6. **Visa Business Travel Card**. Employees should use the card for payment of **official state business travel expenses**. These cards **cannot be used for personal use**. Employees with a state Visa must charge hotel and car rental expenses to the card. Whenever possible, additional business-related travel expenses such as meals, books, fees, and registrations should be charged to the Visa. The employee is responsible for paying the balance due and any late fees each month.

   - Customer Assistance 1-800-821-5184
   - Lost or stolen cards 1-800-821-5184
   - Outside of USA 1-801-821-5184

7. **Meals included in registration fee and complimentary meals.** The value of meals included in the registration for a function will be deducted according to the meal allowances. If meals are complimentary of a hotel, motel, and/or association, no reimbursement will be made for that portion which is "free." However, meals provided on airlines will not reduce the meal allowance.

8. **Lodging At Other Than a Hotel/Motel**. If a traveler stays with friends or relatives rather than in a motel/hotel or uses a personal camper or trailer home, the travel will be reimbursed as follows:

   - $25 – No receipts required
   - Actual cost up to $40 – With signed receipt (campground, trailer parks, not a private residence)

9. **Driving a Private Vehicle Instead of Flying**. Prior approval by the executive director/designee is required. Mileage reimbursement will be for the lesser of mileage or air fare unless approved by the executive director/designee. Mileage is calculated at 36 cents per mile.

   The rate includes toll fees, parking, etc. Rental car rates cannot be used to calculate the private vehicle rate unless no direct flight is available. Meals and lodging are allowed for a reasonable driving time; however, the total cost of the trip cannot exceed the equivalent cost of the airline trip. Travel time taken for driving during the employee's normal work week that is greater than that which would have occurred had the employee flown will be taken as annual leave and deducted on the payroll system.

10. **Incidental Travel Expenses**. The traveler will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips, baggage fees, and toll fees. Tips for maid service, doormen, and meals are not reimbursable.

    - An original receipt is required for each individual incidental item of $20 or more.

11. **Incidental Ground Transportation and Parking Expenses**. The traveler will be reimbursed for the use of taxi, bus, parking and other ground transportation expenses as follows:

    - Individual amounts less than $20 – Submit a schedule of payments including date, to destination, from destination, type of travel, location, and dollar amount.
    - Individual amounts of $20 or more – Submit an original receipt for each item.
    - The State will reimburse employees only for airport long-term parking, **not** for short-term airport parking.

12. **Non-Overnight Trips**. An employee may be authorized to receive meal per diem if the destination is at least 100 miles from "home-base." The allowance is **not** considered an absolute right of the employee. The non-overnight meal allowance is taxable and must be claimed using a FI-48 form.

    Breakfast: Traveler leaves home base before 6:01 a.m.
    Lunch: When the trip meets one of the following conditions:
    - Trip warrants entitlement to breakfast and dinner.
    - Traveler leaves "home-base" before 10:00 a.m. and returns after 2:00 p.m.
    - Department director provides *prior written* approval based on unusual circumstances.

    Dinner: Traveler leaves "home-base" and returns after 7:00 p.m.

13. **Personal Phone Calls While Traveling**. Personal telephone calls made while out of town overnight on state business will be reimbursed as follows:

    - **Four nights or less.** Documentation is not required for personal phone calls made during stays of four nights or less.

- One night – actual amount up to $2.50
- Two nights – actual amount up to $5.00
- Three nights – actual amount up to $7.50
- Four nights – actual amount up to $10.00

- **Five nights or more (this includes the first four nights**)
  The traveler must provide an original lodging receipt or an original personal phone bill showing the phone number called and the dollar amount for all phone calls. This includes the first four nights. No phone calls are reimbursed unless documented on a lodging receipt or original phone bill.
  - Five to eleven nights – actual amount up to $20.
  - Twelve to thirty nights – actual amount up to $30.
  - More than thirty nights. Start over.

B. Travel Rates

Effective July 1, 2011

• Use of private vehicle	36¢ per mile or 51¢ per mile if a state fleet vehicle is not available. Agencies have developed internal procedures to determine how to document whether a state fleet vehicle was available to an employee.
• Private vehicle instead of flying	36¢ per mile or airfare, whichever is less
• Private motorcycle	20¢ per mile
• Private aircraft	75¢ per mile

C. In-State Travel

1. **Meals** The basic meal allowance for a 24 hour period of travel is $36, to be computed as follows:

Breakfast	**$9.00**
Lunch	**$11.00**
Dinner	**$16.00**
Total	**$36.00**

The meal reimbursement is determined by the time of day the traveler leaves his "home-base" (the location the employee leaves from and/or returns to), the days at the location, and the time of day he returns to his "home-base." Tips and tax on meals are included in the per diem amount. The 24 hour period is divided into four quarters. **Alcohol is not reimbursable**.

Leave Home Base:	**Amt. Reimb.**
1st qtr – leave between 12:01 a.m. and 6:00 a.m.	$36.00
2nd qtr – leave between 6:01 a.m. and noon	$27.00
3rd qtr – leave between 12:01 p.m. and 6:00 p.m.	$16.00
4th qtr – leave between 6:01 p.m. and midnight	$0.00

Return to Home Base:	**Amt. Reimb.**
1st qtr – return between 12:01 a.m. and 6:00 a.m.	$0.00
2nd qtr – return between 6:01 a.m. and noon	$9.00
3rd qtr – return between 12:01 p.m. and 7:00 p.m.	$20.00
4th qtr – return between 7:01 p.m. and midnight	$36.00

* *Please Note:* For breakfast, if a hot food item is offered, it is considered a complimentary meal, no matter how it is categorized by the hotel/conference facility. The meal is considered a continental breakfast if no hot food items are offered.

2. **Lodging**

- Conference Hotel (traveler makes own reservations): Actual cost plus tax
- Non-Conference Hotel:

AMERICAN FORK	$75.00 plus tax
BEAVER	$70.00 plus tax
BLANDING	$70.00 plus tax
CEDAR CITY	$70.00 plus tax
DELTA	$70.00 plus tax
EPHRAIM	$70.00 plus tax
FILLMORE	$70.00 plus tax
GREEN RIVER	$70.00 plus tax
HEBER CITY / MIDWAY	$90.00 plus tax
KANAB	$75.00 plus tax
LAYTON	$70.00 plus tax
LOGAN	$75.00 plus tax
MOAB	$90.00 plus tax
NEPHI	$70.00 plus tax
OGDEN	$70.00 plus tax
PANGUITCH	$70.00 plus tax
PARK CITY	$90.00 plus tax
PRICE	$75.00 plus tax
PROVO / OREM / LEHI	$75.00 plus tax
ROOSEVELT	$90.00 plus tax
SALINA	$70.00 plus tax
SLC METRO (DRAPER TO CENTERVILLE), TOOELE	$90.00 plus tax
ST. GEORGE / WASHINGTON / SPRINGDALE	$75.00 plus tax
TORREY	$70.00 plus tax
TREMONTON	$70.00 plus tax
VERNAL	$90.00 plus tax
ALL OTHER CITIES	$65.00 plus tax

If an employee cannot obtain the per diem rate, the employee must call State Travel at 801-538-3350 to secure a reservation and to ensure reimbursement at actual cost plus tax.

Exceptions will be allowed for unusual circumstances when approved in writing by the executive director or designee **prior to the trip**.

D. Out-of-State Travel

1. **Meals** The basic meal allowance for a 24 hour period of travel is $45, to be computed as follows:

Breakfast	**$10.00**
Lunch	**$14.00**
Dinner	**$21.00**
Total	**$45.00**

For **premium cities** (New York, Chicago, Washington D.C., Arlington, San Diego, Atlanta, Baltimore, Orlando, Los Angeles, San Francisco, and Boston) the traveler may choose to accept the per diem rate or be reimbursed at the actual meal cost, with original meal receipts, **up to $59 per day**. **Alcohol is not reimbursable.** The traveler will qualify for premium rates on the day the travel begins and/or the day the travel ends only if the trip is of sufficient duration to qualify for all meals on those days. A combination of per diem and actual may be used; however, one method or the other must be used for each full day. Receipts must be submitted for the premium cities. Complimentary meals of a hotel, motel, and/or association and meals included in the conference registration costs are deducted from the $59 premium allowance as follows:

- If breakfast is provided, deduct $14, leaving a premium allowance for lunch and dinner of actual up to $45.
- If lunch is provided, deduct $18, leaving a premium allowance for breakfast and dinner of actual up to $41.
- If dinner is provided, deduct $27, leaving a premium allowance for breakfast and lunch of actual up to $32.

For **foreign countries** the traveler may choose to accept the per diem rate for out-of-state travel or to be reimbursed at a reasonable, actual meal cost, with original receipts. The traveler may combine reimbursement methods during a trip; however, he/she must use the same method of reimbursement for an entire day. Reimbursement is for the traveler only. If more than the traveler's meal is charged on a receipt, this must be deducted to reflect the traveler's costs only. Actual meal cost includes tax and tip. **Alcoholic beverages are not reimbursable**.

* Please note: For breakfast, if a hot food item is offered, it is considered a complimentary meal, no matter how it is categorized by the hotel/conference facility. The meal is considered a continental breakfast if no hot food items are offered.

The meal reimbursement is determined by the time of day the traveler leaves his "home-base" (the location the employee leaves from and/or returns to), the days at the location, and the time of day he returns to his "home-base." Tips and tax on meals are included in the per diem amount. The 24 hour period is divided into four quarters.

Leave Home-Base:	**Amt. Reimb.**	
1st qtr – leave between 12:01 a.m. and 6:00 a.m.		$45.00
2nd qtr – leave between 6:01 a.m. and noon	$35.00	
3rd qtr – leave between 12:01 p.m. and 6:00 p.m.		$21.00
4th qtr – leave between 6:01 p.m. and midnight	$0.00	

Return to Home-Base:		
1st qtr – return between 12:01 a.m. and 6:00 a.m.		$0.00
2nd qtr – return between 6:01 a.m. and noon	$10.00	
3rd qtr – return between 12:01 p.m. and 7:00 p.m.	$24.00	
4th qtr – return between 7:01 p.m. and midnight	$45.00	

2. **Lodging**

- Non-Conference Hotel – When traveler makes reservations through the state contract travel agency: Actual cost plus tax.
- Non-Conference Hotel – Traveler will be reimbursed up to the federal per diem lodging rates as listed on www.gsa.gov. When out of state, arrangements must be made through the State Travel Office.
- Conference Hotel – Actual cost plus tax**.**

Exceptions will be allowed for unusual circumstances when approved in writing by the executive director or designee **prior to the trip.**

E. Out-of-State Travelers Who Come to Utah

When the State of Utah pays for an out-of-state person to travel to Utah, the traveler may be reimbursed up to the out of state meal per diem rates shown above. Exceptions may be allowed for unusual circumstances when approved in writing by the executive director or designee prior to the trip.

F. Procedures for Reimbursement

1. Forms

Submit the appropriate travel reimbursement form. These forms must have the traveler's original signature verifying the expenditures.

FI 51A State Employee Travel Reimbursement Request For In-State Travel
FI 51B State Employee Travel Reimbursement Request For Out-If-State Travel
FI 51C Non-State Employee Travel Reimbursement Request For In-State Travel
FI 51D Non-State Employee Travel Reimbursement Request For Out-If-State Travel

2. Documentation

Attach appropriate documentation to the reimbursement request. See *State of Utah Accounting Policies and Procedures* section 10-02.02 for required documentation.

When an employee chooses to drive on state business rather than fly, the traveler must attach to the reimbursement form (FI 51A) an air fare printout which shows the lowest prices for flights (15 to 30 day advance purchase fare) to the desired destination. This printout is available only from the State Travel Manager. The driving vs. flying form can be found on the state travel web page located at www.statetravel.utah.gov. **Do not call the travel agents for this documentation**.

G. Personal time before/after traveling on official state business:

The airfare is calculated by pricing what the fare would have been if traveling for business only. Then price out the itinerary with the personal portion added. If the fare is higher by adding the personal portion, the ticket is to be paid using the department's BTA account and the traveler must write a check to the state for the difference at the time the ticket is issued.

Other reimbursable expenses:

- **Mileage to/from their home-base to the departing airport.**
- **Long-term parking for the number of days the traveler would have been traveling on business if not taking personal time before the trip. OR, two round trips from their home-base to the airport if being dropped off and picked up.**
- **Taxi/Shuttle – calculate what the taxi/shuttle cost would have been from the arrival airport to the hotel the traveler is or would have stayed at for business (up to $19.99 without receipt).**
- **Any other incidentals as allowed per policy.**

Per diem for meals will begin at the time the traveler would have departed or returned to their home base if traveling for business only.

H. Groups: Conference, Training Session, Retreat, and Service Award Gatherings.

(See FIACCT 04-11.00 for complete policy on Group Gatherings)

1. If the estimated cost of the state sponsored group gathering is more than $1,000, agencies must complete an FI 58 to document the estimated costs and approvals. The executive director or designee, and the head budget officer of the department must approve the form FI 58.

2. If the facility providing accommodations accepts state per diem rates for food and lodging, no further bids are required and State Travel Office approval is not required. If needed, the State Travel Office will provide assistance selecting a facility.

3. If the facility selected by the agency does **NOT** accept state per diem rates for food and/or lodging, then the following policy applies:

   a. If the total cost of the group gathering is estimated to be $1,000 or less, the agency may select the best source without seeking competitive bids.

   b. If the total cost of the group gathering is estimated to cost from $1,000.01 to $5,000 then the agency must get two, preferably three bids from other comparable facilities and select the facility with the lowest bid. If the agency cannot get more than one bid then the agency must obtain approval from the State Travel Office.

   c. If the total cost is estimated to be greater than $5,000 then the State Travel Office will conduct the procurement. The State Travel Office must approve these gatherings.