



TRAVEL UPDATE

AUGUST 2008

A Utah Department of Administrative Services, Division of Finance quarterly communication service

www.finance.utah.gov

Per Diem Rates for FY 2009

Following is a complete list of per diem rates for fiscal year '09:

IN-STATE TRAVEL - Meals

Breakfast \$9
Lunch \$11
Dinner \$16

AM & PM breaks for group gatherings \$4 each break

OUT-OF-STATE TRAVEL - Meals

Breakfast \$10
Lunch \$14
Dinner \$21
Premium City \$59/day with receipts

IN-STATE TRAVEL - LODGING

Altamont	\$70.00 plus tax
Boulder	\$70.00 plus tax
Bryce	\$70.00 plus tax
Green River	\$70.00 plus tax
Kanab	\$75.00 plus tax
Layton	\$70.00 plus tax
Logan	\$75.00 plus tax
Mexican Hat	\$70.00 plus tax
Moab	\$80.00 plus tax
Ogden	\$70.00 plus tax
Panguitch	\$70.00 plus tax
Park City	\$90.00 plus tax
Heber City/Midway	\$90.00 plus tax
Price	\$70.00 plus tax
Provo/Orem/Springville/Lehi	\$75.00 plus tax
Metropolitan Salt Lake City (Draper to Centerville), Tooele	\$90.00 plus tax
St. George/Washington/Springdale	\$70.00 plus tax
Vernal/Roosevelt	\$90.00 plus tax
All Other Utah Cities	\$65.00 plus tax

OUT-OF-STATE TRAVEL - LODGING

The State of Utah follows the federal lodging per diems for hotels when traveling out of state. You can find this link by going to the travel web page www.finance.utah.gov/travel and clicking on the "Out-of State Lodging Per Diem Rates" link.

PRIVATE VEHICLE

.36/mile when a traveler chooses to drive a personal vehicle.

.505/mile when a state car is not reasonably available.

PRIVATE MOTORCYCLE

.20/mile

PRIVATE AIRPLANE

.75/mile

SLC AIRPORT PARKING

\$7 per day



Per Diem Rates for FY 2009

Policies and Procedures Announcements and Information

State Travel Office Moves to 4-Day Work Week

New Airline Contracts

When an In-State Hotel Offers "The State Rate"

Quarterly Travel Training

Rental Car Contracts

Drive vs. Fly Comparison

Word From Our Contracted Agency

Who's Who in the State Travel Office

Policies and Procedures Announcements and Information

by Tami Nelson



Q.

How are the new baggage fees handled on the reimbursement form?

A.

The \$25 fee for the second checked bag may be reimbursed as a miscellaneous fee when accompanied with an actual receipt. Some airlines are now charging \$15 for the first checked bag as well. This fee is also reimbursed as a miscellaneous expense, but no receipt is required since it is less than \$20. Travelers are encouraged, whenever possible, to limit checked luggage to one bag. For any questions regarding baggage fees, please contact Tami Nelson at taminelson@utah.gov or Kevin Lucas at klucus@utah.gov.

State Travel Office Moves to 4-Day Work Week



In compliance with Governor Huntsman's Working 4 Utah initiative, the Division of Finance will be moving to a 4-day work week consisting of 4 ten-hour days, beginning August 4th.

The State Travel Office will be open from 7 am to 6 pm, Monday thru Thursday and from 8 am to 5 pm on Fridays. Christopherson agents working in the State Travel Office will be available on Fridays to book travel arrangements.

When an In-State Hotel Offers "The State Rate"

Please be diligent in checking the travel policy in regards to which per diem rate applies for the city where your overnight stay will occur. We are greatly appreciative with all the hotels throughout the state that have been kind enough to offer rates within the state per diem guidelines. There are also properties that have granted us discounted rates from their normal room rates that they may also call "state rates". Please be aware, even if

a property has informed you they have a "state rate" available, they are not required to follow state per diem guidelines. Please verify the dollar amount of the "state rate" they are offering. In the event that you secure a hotel at a "state rate" that is outside of per diem guidelines, you will be responsible for the difference between the maximum per diem and the rate granted.



Quarterly Travel Training Now Available

The State Travel Office is pleased to announce that training is now available to all individuals involved in the booking of travel for the state. Classes will be held quarterly and are designed to provide procedural guidelines for beginning as well as experienced travel planners. A thorough examination of policies and procedures related to the booking of business travel on behalf of State of Utah travelers will be covered. In addition, rules and regulations governing each general travel expense type will be discussed in depth. The intent of this class is to help department personnel better understand state travel policies and increase their efficiency in the management of their travel activities.



Upcoming Classes

- October 7, 2008
- January 6, 2009
- April 7, 2009
- June 2, 2009

Each class will be held in the State Office Building Auditorium. You may register for these classes by going to the State Travel web site at www.finance.utah.gov/travel and clicking on the "Travel Training" link. For more information, you may visit our website or contact Tami Nelson at 538-3109.

Rental Car Contracts

Our contracts with Budget and Enterprise have been extended for one more year with no rate increases. This is good news with the rising fuel costs.



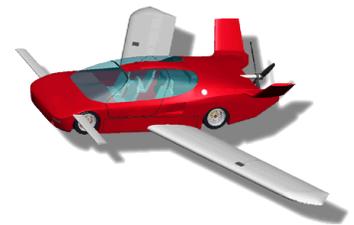
New Airline Contracts



The State Travel Office is pleased to announce that new airline contracts with Delta, JetBlue and Frontier airlines are now in place. The new rates will be in effect from July 1, 2008 through June 30, 2009. You may find the new rates posted on the State Travel web page at www.finance.utah.gov/travel.

Drive vs. Fly Comparison

We now have a form available on the travel web page that lists all of the information needed to compile an accurate driving vs. flying comparison. This is required when driving a private vehicle instead of flying. Please go to www.finance.utah.gov/travel and click on the "Driving vs. Flying Comparison Form" link. Once the information is filled out, just click submit and it will get emailed to Kevin Lucus for processing.





Denise Francis, CBT Team Leader

Word From Our Contracted Travel Agency

The changing world around us has made travel more complicated, especially internationally. As preparation and awareness can help cut down on travel mishaps, Christopherson Travel has outlined the following guidelines that can make your business travel safer and healthier.

The Basics

- If you are traveling on business, review the State's emergency plan before your trip. Contact your supervisor with questions about procedures or how to obtain assistance while traveling.
- Passports are required when leaving the U.S., even to Canada and Mexico. Ensure you have a valid passport with your emergency information filled in.
- Copy your passport identification page to facilitate replacement if your passport is lost or stolen. Carry this copy with you but separate from your passport. Leave a copy with friends or relatives along with your travel itinerary.
- Keep a paper copy of your emergency contacts, including the Christopherson Travel emergency phone number, in case you have problems with your electronic files or cell phone.
- Check the [U.S. Department of State travel web site](#) for travel warnings when traveling internationally. Familiarize yourself with local laws and customs of the countries to which you are traveling.
- Check the [U.S. Customs and Border Protection web site](#) to view the customs requirements of your destination or for returning to the U.S.

Carry paperwork showing your international shot record, blood type, allergies, medical conditions and special requirements. To check the inoculation requirements and disease outbreaks in the country you are visiting check the [Center for Disease Control travel web site](#).

- Check with your insurance carrier about international medical coverage. Most hospitals in foreign countries do not take credit cards and most will not honor U.S.-based medical insurance plans.
- Keep all credit card receipts and always audit monthly credit card statements to ensure that unauthorized purchases have not been made
- Any cell phone with GSM service can be unlocked by your provider and used globally. The international roaming fees can be found on your provider's Web site. For local rates, a SIM card can be purchased at your destination.

Before you go

- See your doctor at least 6 weeks before you leave. Some vaccines don't reach the highest protection until about 6 weeks after you get the shots.
- Carry enough medicines, in their original containers, along with extra prescriptions.
- Carry an extra pair of prescription glasses or contact lenses in case yours become lost or damaged.



- If your destination has the risk of malaria, be sure to take preventative medicines, reduce exposure of your skin and apply insect repellents.

At the Airport

- Get to the airport in plenty of time to avoid preflight stress. Check security wait times for your airport by clicking [here](#).
- If you lock your checked bag, use a TSA-accepted lock in case TSA needs to search your bag.
- Do not leave your luggage unattended.

In Flight

- Avoid overeating just before and during the flight. It is difficult to digest food when the body is inactive.
- Walk around the cabin every 15 to 30 minutes, if possible, during flights of three hours or longer.
- Do simple stretching exercises while seated.
- Limit alcohol and caffeine, which may contribute to dehydration.

Curbing Jetlag

- Drink plenty of water and do not drink alcohol.
- Stick with a bland diet.
- Adjust your watch to the destination's time and attempt to adhere to your arrival schedule.

At your Destination

- Wash your hands after using the bathroom and before handling or eating food. Carry a bottle of alcohol-based hand gel when facilities are unavailable.
- Avoid eating foods from street vendors, unpasteurized dairy products and raw or uncooked seafood.
- Peel fruits yourself.
- In some third-world countries, it is best to eat only food that has been cooked and is still hot.
- Drink water from commercially sealed bottles or drink carbonated beverages. Avoid ice.

General Safety Rules

- To avoid being a target of crime, try not to wear conspicuous clothing and expensive jewelry, and do not carry excessive amounts of money or unnecessary credit cards.
- Use only authorized and licensed taxis or airport limousines to avoid being cheated by local operators.
- When walking, be observant of everything going on around you and use common sense. Walk with a sense of purpose, as if you know where you are going. Do not give clues that you are lost or vulnerable. Avoid isolated or deserted areas.
- Place valuables in the hotel safe instead of your locked hotel room.
- Always keep your room locked, and do not admit anyone without verifying their identity.
- When not in the room, hang a "Do Not Disturb" sign on the door and leave the TV and lights on.
- Swim only in well-maintained, chlorinated pools or ocean water known to be free of pollution. Avoid fresh-water lakes,



Who's Who in the State Travel Office

Tami Nelson (State Employee)
State Travel Manager
801-538-3109
taminelson@utah.gov

Lanea Blosser
Travel Consultant, Christopherson Travel
801-538-3103
lblosser@utah.gov

Kevin Lucus (State Employee)
State Travel Coordinator
801-538-3357
klucus@utah.gov

Katina Terry
Travel Consultant, Christopherson Travel
801-538-3359
kterry@utah.gov

Denise Francis
Team Leader, Christopherson Travel
801-538-3358
dfrancis@utah.gov

Diane Hawkes
Travel Consultant, Christopherson Travel
801-538-3351
dhawkes@utah.gov

Renee Craig-Jennett
Travel Consultant, Christopherson Travel
801-538-3743
rjennett@utah.gov

Tiffany Snowball
Travel Consultant, Christopherson Travel
801-538-3352
tsnowball@utah.gov

HELP!

Emergency Line During Business Hours, 8am to 5pm, Monday through Friday

801-537-9124

In-State Toll Free During Business Hours, 8am to 5pm, Monday through Friday

866-489-9834

After Hours Emergency Hotline

800-358-1019

