



Utah travelnews

www.finance.utah.gov/travel

A quarterly publication of the Department of Administrative Services, Division of Finance

MARK THE DATE ON YOUR CALENDAR

A Very Important Travel Training Is Coming Your Way!

**Tuesday, June 15, 2010, 8:30am – 11:30am
State Office Bldg. Auditorium (1st floor)**

We have been working diligently over the last few months on the travel reimbursement policies and procedures. There have been many changes and clarifications made to the entire policy. In the training on June 15, we will be going over the entire policy and highlighting the changes that were made. Please email Tami Nelson in the State Travel Office at taminelson@utah.gov to sign up for this very informative class. No refreshments will be served, so feel free to bring something with you or you can visit the State Room Cafeteria in the East Building.

LODGING PER DIEM CHANGES FOR FISCAL YEAR 2010

The only change in per diem's for the next fiscal year is the lodging per diem rates in certain cities. The base per diem rate is staying at \$65.00. Following is the updated table showing the exception cities and what rate applies to them.

Altamont	\$70 plus tax	Ogden	\$70 plus tax
Boulder	\$70 plus tax	Panguitch	\$70 plus tax
Bryce	\$70 plus tax	Park City	\$90 plus tax
Bullfrog	\$70 plus tax	Payson	\$70 plus tax
Cedar City	\$70 plus tax	Price	\$70 plus tax
Delta	\$70 plus tax	Provo/Orem/Lehi	\$75 plus tax
Fillmore	\$70 plus tax	Salt Lake City/Tooele	\$90 plus tax
Heber City/Midway	\$90 plus tax	Springville	\$70 plus tax
Kanab	\$75 plus tax	St George/Washington/Springdale	\$70 plus tax
Layton	\$70 plus tax	Torrey	\$70 plus tax
Logan	\$75 plus tax	Tremonton	\$70 plus tax
Mexican Hat	\$70 plus tax	Vernal/Roosevelt	\$90 plus tax
Moab	\$90 plus tax	All Other Utah Cities	\$65 plus tax
Nephi	\$70 plus tax		

Travel Planner Spotlight



*Barbara Sutherland - Travel
Coordinator, Division of Finance*

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Q. I have a new employee that needs a travel card. Where can I find the application? Once it is filled out, where/who do I send it to?

A. You will find a link to the application as well as the required user agreement on the travel web page www.finance.utah.gov/travel. Once those are completed, you will need to send them to Barbara Sutherland in DAS/Division of Finance. You can scan the application and email it to her at bsutherland@utah.gov or you may fax it to her at 801-538-3244.

Q. I have a traveler who is on the road and his expenses are going to be more than what his state travel card limit allows. Is there anything we can do for this traveler?

A. You will need to contact Tami Nelson in the State Travel Office. She will work with our reps at UMB Bank to try to get the credit limit raised, either temporarily or permanently depending on the traveler's needs. To prevent this from happening, please plan ahead so the traveler will not run into any problems should the limit increase be denied. Limit increases may require department backing of the traveler, depending on the creditworthiness of the traveler.

New Rental Car Contracts

The State Travel Office is excited to announce that we have obtained some great contracted rates with three car companies: Hertz, Enterprise and National. These contracts were obtained through a cooperative contract through the Western States Contracting Alliance (WSCA). Tami Nelson was fortunate to be able to be part of the committee that put together the RFP and also awarded the contracts. It was a team effort that travel managers from five states took part in, led by Tim Hay with the State of Oregon and Doug Richins with WSCA. Our contracted travel agents began booking cars using the new contracted rates on December 1, 2009.

During fiscal year 2009, the State Travel Office booked rental cars resulting in a total number of days rented of 10,146. The average daily rate on the new contract is approximately \$8/day lower than our prior contracted rates. This is estimated to be a savings of \$81,000 to the state and participating government entities yearly.

Here are some of the great things included in our contracted rates:

- * Minimum driving age of 18 (used to be 21)
- * No charge for one additional driver
- * Unlimited mileage when picking up and dropping off the car at the same location
- * Direct billing capabilities
- * Express Service Programs
- * Liability Insurance Coverage of 100,000/1,000,000/25,000
- * No mileage charges on one-way rentals up to 500 miles away from pick up location



New Car Rental Contracted Rates

ENTERPRISE/NATIONAL

	Hourly	Daily	Weekly	30 days	31-90 days (per day)	91-160 days (per day)	161 or more days (per day)
Compact	\$9.32	\$30.77	\$153.85	\$615.41	\$20.51	\$19.49	\$18.87
Standard/Intermediate	\$9.83	\$32.43	\$162.13	\$648.53	\$21.62	\$20.53	\$19.89
Full Size	\$10.35	\$35.19	\$175.95	\$703.80	\$23.46	\$22.28	\$21.58
Mini-Van	\$13.46	\$50.72	\$253.58	\$1,014.30	\$33.81	\$32.12	\$31.10
12 Passenger Van	\$23.81	\$97.29	\$486.45	\$1,945.80	\$64.86	\$61.61	\$59.67
Sm. SUV (5 Passenger)	\$13.46	\$51.75	\$258.75	\$1,035.00	\$34.50	\$32.78	\$31.74
Lg. SUV (7-8 Passenger)		\$81.77	\$408.83	\$1,635.30	\$54.51	\$51.78	\$50.15
Luxury/Premium		\$56.93	\$284.63	\$1,138.50	\$37.95	\$36.05	\$34.91
Jeep		\$67.28	\$336.38	\$1,345.50	\$44.85	\$42.61	\$41.27
Convertible		\$67.28	\$336.38	\$1,345.50	\$44.85	\$42.61	\$41.27
Hy-Brid	\$9.83	\$46.58	\$232.88	\$931.50	\$31.05	\$29.50	\$28.57
Alternative Fuel	\$9.83	\$46.58	\$232.88	\$931.50	\$31.05	\$29.50	\$28.57
Small Pick-Up		\$46.58	\$232.88	\$931.50	\$31.05	\$29.50	\$28.57
Large Pick-Up		\$50.72	\$253.58	\$1,014.30	\$33.81	\$32.12	\$31.10
Cargo Van		\$40.37	\$201.83	\$807.30	\$26.81	\$25.56	\$24.76

One-way daily differential fee \$67.28 per day for all one-way rentals over 500 miles

City or State Surcharges - these amounts are added to the daily amounts listed above

State	City	Daily Surcharge	State	City	Daily
Vermont	Burlington Metro	\$7.25	Texas	Midland Metro	\$6.21
Alaska	Fairbanks	\$10.35		Lubbock Metro	\$6.21
	Anchorage	\$10.35		Austin Metro	\$6.21
	Juneau	\$10.35		College Station Metro	\$6.21
California	Los Angeles Metro	\$6.21		Houston Metro	\$6.21
	San Diego Metro	\$6.21		DFW Metro	\$6.21
	San Francisco Metro	\$6.21		San Antonio Metro	\$6.21
	Oakland Metro	\$6.21		Brownsville/Corpus Christi Metro	\$6.21
	Sacramento Metro	\$6.21	New York	New York City Metro	\$23.81
	Riverside Metro	\$6.21		Albany Metro	\$7.25
	San Bernadino Metro	\$6.21		Long Island Metro	\$15.53
				Westchester Metro	\$15.53
				Newark Metro	\$15.53

HERTZ

	Hourly	Daily	Weekly (per day)	30 days (per day)	31-90 days (per day)	91-160 days (per day)	161 or more days (per day)
Compact	\$13.97	\$27.95	\$21.95	\$19.97	\$19.97	\$18.96	\$17.97
Standard/Intermediate	\$16.04	\$32.09	\$25.21	\$22.91	\$22.91	\$21.78	\$20.63
Full Size	\$17.08	\$34.16	\$26.84	\$24.39	\$24.39	\$23.17	\$21.95
Mini-Van	\$30.53	\$61.07	\$47.98	\$43.61	\$43.61	\$41.44	\$39.26
12 Passenger Van	\$40.88	\$81.77	\$64.24	\$58.41	\$58.41	\$55.59	\$52.57
Sm. SUV (5 Passenger)	\$30.53	\$61.07	\$47.98	\$43.61	\$43.61	\$41.44	\$39.26
Lg. SUV (7-8 Passenger)	\$40.88	\$81.77	\$64.24	\$58.41	\$58.41	\$55.49	\$52.57
Luxury/Premium	\$40.88	\$81.77	\$64.24	\$58.41	\$58.41	\$55.49	\$52.57
Jeep	\$40.88	\$81.77	\$64.24	\$58.41	\$58.41	\$55.49	\$52.57
Convertible	\$40.88	\$81.77	\$64.24	\$58.41	\$58.41	\$55.49	\$52.57
Hy-Brid	\$25.36	\$50.72	\$39.85	\$36.23	\$36.23	\$34.41	\$32.60
Alternative Fuel	\$25.36	\$50.72	\$39.85	\$36.23	\$36.23	\$34.41	\$32.60
Small Pick-Up	\$40.88	\$81.77	\$64.24	\$58.72	\$58.72	\$55.49	\$52.57
Large Pick-Up	\$51.23	\$102.47	\$80.51	\$73.18	\$73.18	\$69.53	\$65.87
Cargo Van							

One-way differential fee of \$129.38 for all one-way rentals over 500 miles

City or State Surcharges- these amounts are added to the daily amounts listed above

State	City	Daily Surcharge	State	City	Daily Surcharge	
California	Burbank Arpt.	\$3.11	Pennsylvania	Philadelphia	\$8.28	
	John Wayne Arpt.	\$3.11		Oregon	Bend	\$10.35
	Oakland Arpt.	\$3.11			Klamath Falls	\$10.35
	San Jose Arpt.	\$3.11			Medford	\$10.35
	San Luis Obispo	\$13.46			Pendleton	\$10.35
Washington	Pullman	\$6.21	Redmond		\$10.35	
	Spokane	\$6.21	Salem	\$10.35		
Idaho	Idaho Falls	\$6.21	Washington	Sun River	\$10.35	
	Boise	\$6.21		Pasco	\$10.35	
	Pocatello	\$6.21		Walla Walla	\$10.35	
	Sun Valley	\$6.21		Wenatchee	\$10.35	
Massachusetts	Boston	\$8.28	Montana	Yakima	\$10.35	
Maryland	Baltimore	\$8.28		Missoula, Butte	\$10.35	
	Washington DC	Reagan National Airt/Dulles Airt	\$8.28	New Jersey	Newark	\$19.67
Illinois		Chicago	\$8.28		New York	JFK, LGA, Manhattan
Michigan	Detroit	\$8.28				

A Word From Our Contracted Travel Agency



Denise Francis,
CBT Team Leader

As we enter a new decade, we look forward to the future recognizing the changes to the travel industry during the past decade represent the changes in our world and will probably continue indefinitely. 2009 was a particularly hectic year with new airline rules and regulations including new Transportation Security Administration (TSA) requirements that have recently been put into place. TSA has been a little lax in their new policy as they are working out the kinks but soon it will be mandatory for travel agents to ask for birth date, gender,

and full name as it appears on the traveler's government-issued photo ID. Without this information, agents will not be able to issue airline tickets for travelers, the results of which could be higher airfares and missed ticketing. We recommend travelers have this information available when booking new reservations to assure a quick and seamless booking experience.

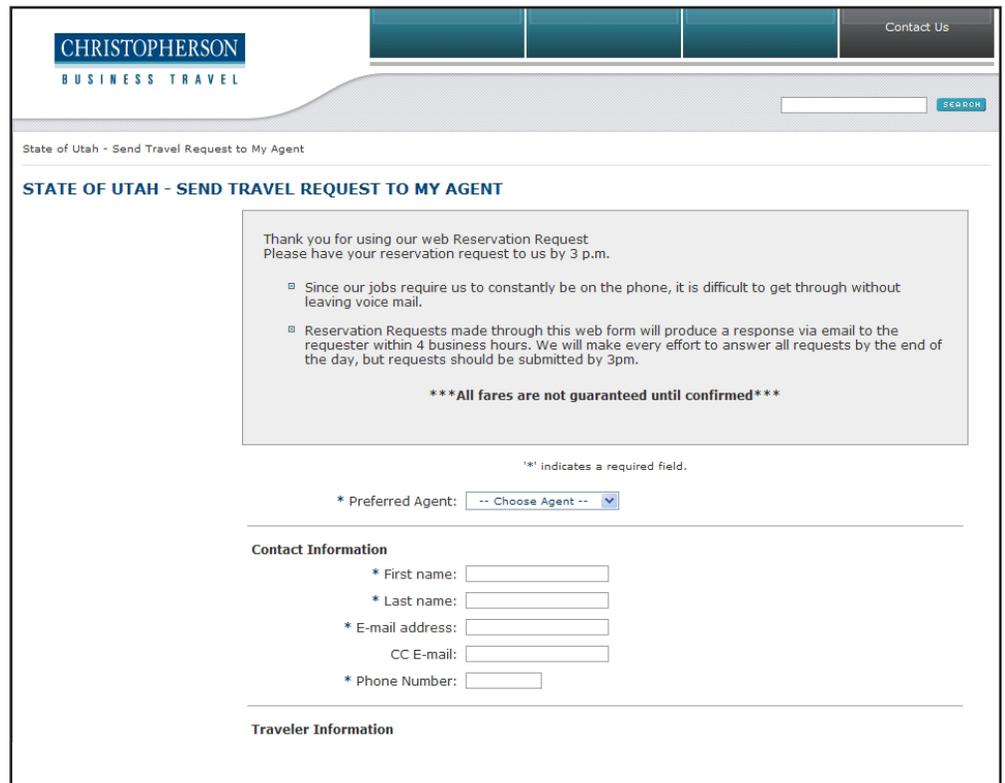
Over the past year we have offered a few different suggestions to travelers and travel planners as to how they can make their reservation experience a little quicker and streamlined. The easiest, quickest, and most simple way to make a reservation is to utilize our online travel request form which can be found at: <https://www.christophersontravel.com/business/request/state> Once the form has been filled out and you have selected a preferred agent that you'd like to work with, it is automatically sent to that agent and he or she will be in contact with you shortly. Another option is to email your agent directly. We are often times on lengthy calls

with airlines, hotels, etc. and reading and replying to an email is much quicker than returning a phone call. Emails are helpful should there be any confusion in name spellings, dates, times, etc. A third booking option would be to utilize our on-line reservation booking tool, ResX. For more information on ResX, please contact Denise Francis at 801-538-3358 or dfrancis@utah.gov.

As an additional resource, we now have the capability to allow you to fill out traveler profiles which can be updated and maintained by you directly. Simply email your preferred agent and he or she will send you a link to the instructions and form. Once the form is completed, the information is automatically entered into our secure reservation system. This process eliminates the possibility for errors such as name misspellings and you will not have to repeat your information every time you travel.

For a helpful list of agents, who to call, phone numbers, and hours please visit: www.finance.utah.gov/travel.

Happy Traveling!



The screenshot shows a web browser window with the URL <https://www.christophersontravel.com/business/request/state>. The page title is "STATE OF UTAH - SEND TRAVEL REQUEST TO MY AGENT". The form includes a "Thank you" message and a list of instructions: "Since our jobs require us to constantly be on the phone, it is difficult to get through without leaving voice mail." and "Reservation Requests made through this web form will produce a response via email to the requester within 4 business hours. We will make every effort to answer all requests by the end of the day, but requests should be submitted by 3pm." A disclaimer states: "***All fares are not guaranteed until confirmed***". Below this, there is a dropdown menu for "Preferred Agent" with the text "-- Choose Agent --". The form is divided into two sections: "Contact Information" and "Traveler Information". The "Contact Information" section includes fields for "First name", "Last name", "E-mail address", "CC E-mail", and "Phone Number". The "Traveler Information" section is partially visible at the bottom.

Online Request form at <https://www.christophersontravel.com/business/request/state/>

Plan Now to Avoid Convention Dates

Here is a list of the upcoming conventions scheduled to be held here in Salt Lake City. Hotel rooms can be very difficult to acquire during these dates so it is recommended to book as far in advance as possible - and try to be flexible. We also recommend utilizing our contracted travel agents to assist you with any lodging needs you may have.

SALT LAKE – CITY-Wide Conventions 2010		
06/05 – 06/08	Society of Nuclear Medicine	6,500 Salt Palace
06/15 – 06/18	Young Living Essentials Oil	4,000 Salt Palace
06/16 – 06/17	Associated Food Stores	6,000 Salt Palace
06/24 — 06/26	MonaVie	6,000 Salt Palace
07/07 – 07/11	Young Men’s Christian Association (YMCA)	6,000 Salt Palace
07/21 – 07/24	Stampin’ Up!	10,000 Salt Palace
08/03 – 08/06	Outdoor Retailer	18,000 Salt Palace
08/25 – 08/28	USANA Health Sciences	6,000 Salt Palace
09/09 – 09/11	4Life Research USA	5,000 Salt Palace
09/18 – 09/23	The Wildlife Society	1,300 Salt Palace
10/05 – 10/09	Nu Skin	5,000 Salt Palace
10/14 – 10/16	Max International	4,000 Salt Palace
10/20 – 10/23	Xango	10,000 Salt Palace
11/07 – 11/12	American Institute of Chemical Engineers	6,000 Salt Palace

Who's Who in the State Travel Office



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HELP!

***Emergency Line During Business Hours, 7am to 6pm, Monday through Thursday
8am to 5pm, Fridays***

801-537-9124

***In-State Toll Free During Business Hours, 7am to 6pm, Monday through Thursday
8am to 5pm, Fridays***

866-489-9834

After Hours Emergency Hotline

888-739-7018