



TRAVEL UPDATE

M A Y 2 0 0 9

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

www.finance.utah.gov

New Travel Card Contract

We are excited to announce that UMB Bank, NA has been awarded the contract for travel card services. We will be working on the transition to the new cards during the next two months. Travelers will be receiving a letter from UMB Bank, NA explaining the program as well as an application for the new card. Once this application is filled out and approved by your Executive Director/Designee, it must be sent to Barbara Sutherland in the Division of Finance for processing. For any questions relating to the travel card, please contact Barbara Sutherland at (801)-538-3020 or bsutherland@utah.gov. The State Travel Office will be working with the departments to issue new Business Travel Accounts (ghost cards) which will be used for airline ticket purchases. This contract begins on 7/1/09. The contract with JPMorgan Chase will expire on 6/30/09. Chase travel cards will not work after this date. Applications for the travel card will also be available soon on the travel web page, www.finance.utah.gov/travel.

Following is a list of the benefits included in this new program:

Insurance Coverages

- * Rental Car Insurance (CDW)
- * Baggage Delay Benefit (delays of 24 hours or more) - \$300.00
- * Travel Accident Insurance - \$500,000.00

Assistance with Travel Emergency Services

- * Emergency Message Service
- * Medical Referral Assistance
- * Legal Referral Assistance
- * Emergency Transportation Assistance
- * Lost Luggage Locator Service
- * Emergency Translation Service
- * Prescription Assistance and Valuable Document Delivery Arrangements
- * Emergency Passport/Visa Services

(Any associated costs for emergency services are the responsibility of the traveler)

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For a detailed explanation of these benefits and insurance, please contact Tami Nelson at taminelson@utah.gov or 801-538-3109.

Travel Policy and Procedure FAQs

by Tami Nelson



Q. How is meal per diem handled when a traveler takes personal time before or after a conference?

A. Per diem is only paid during the time a traveler is involved in business for the State. For example, if a traveler wanted to fly to New York for a few personal days and then fly to Atlanta for a conference, business travel would begin at the time the traveler departs from the New York airport to fly to Atlanta. The traveler would not receive mileage reimbursement from the hotel in New York to the airport because they would already be receiving mileage to/from their home and the SLC airport. Reimbursement for airport parking would only be for the number of days the traveler attended the conference in Atlanta.

If the traveler decided to fly to Atlanta on a Monday and enjoy the city for a few days before a conference scheduled for Thursday and Friday, meal per diem would not begin until Thursday, the day the conference begins.

Q. What are the per diem rules for driving vs flying? Do we get reimbursement for the time we actually traveled, or for the time it would take if we were to travel by airplane?

A. Private Vehicle - If the traveler drives a privately-owned vehicle, reimbursement will be at 36 cents per mile or the airplane fare, whichever is less, unless otherwise approved by the department director or designee. The traveler may be reimbursed for meals and lodging for a reasonable amount of travel time; however, the total cost of the trip by vehicle must not exceed the equivalent cost of the trip by airline.

In order to calculate per diem, the complete trip including meals during car trip, must be compared to what it would have been had the traveler flown.



Important Travel Training You Don't Want to Miss!

The next travel training is scheduled for Tuesday, June 2, 2009. We will also be welcoming Ron Sagers and Tom Carignan, representatives from our new travel card provider, UMB BANK, NA. They will be talking about their company and what services are available to you. The process on how to sign up for the new travel card, as well as canceling the JPMorgan Chase card will also be discussed. This is very important information so we recommend that you mark that date on your calendar to refresh your knowledge on the travel policy as well as learn about and understand our new travel card program.

You may sign up for just the travel training, just the credit card training and program overview, or both. The travel training will run from 8:30 am to 11:30 am. The travel card training and program overview will run from 1:00 pm to 2:30 pm. No refreshments or lunch will be served, however you may utilize the State Room Cafeteria in the East Building. There is no cost for this training.

Please email Tami Nelson at taminelson@utah.gov to sign up for these trainings. Remember to state if you would like to attend both meetings and if not, list which one you would like to attend. Please contact Tami Nelson at (801)-538-3109 with any questions you may have.



Rates for Fiscal Year 2010

The per diem meal, mileage, and lodging rates will remain the same for fiscal year 2010. Those rates are as follows:

In-State

Breakfast \$9
AM Break \$4 (group gatherings)
Lunch \$11
PM Break \$4 (group gatherings)
Dinner \$16

Out-of-State

Breakfast \$10
Lunch \$14
Dinner \$21
Premium city - up to \$59/day with receipts

Private Vehicle

.36/mile if traveler chooses to drive their personal vehicle.
.505/mile if a state vehicle is not reasonably available.

Lodging Rates

See [*FIACCT 10-02.04 - Travel-Reimbursement-Lodging*](#) for a detailed listing of the lodging rates.



Denise Francis, CBT Team Leader

A Word From Our Contracted Travel Agency

Beginning May 1, 2009 the Transportation Security Administration (TSA) and Homeland Security will be requiring additional information when booking travel reservations. TSA will mandate that air carriers request passengers to provide specific information which will be collected by the agents in the travel department for all state employees. This information is known as Secure Flight Passenger Data (SFPD) and includes the following:

- Full name as it appears on non-expired government issued identification such as drivers license or passport. This includes the first, middle, and last name. The use of nicknames or abbreviated names will not be accepted and the traveler will not be allowed to pass through security (i.e. Rob instead of Robert, Mike instead of Michael, etc.)
- Date of Birth
- Gender

When booking all travel reservations, please have this information on hand to provide to the travel agent. Any missing or incorrect information may result in a delay in confirming travel reservations which may result in higher airfares.

For travelers with airline frequent flyer numbers, you will need to contact the airline directly in order to update your name information to match your reservation. By not doing so, you may miss out on mileage due to names being listed different on your government issued ID and your frequent flyer cards. Please also note that using your frequent flyer card is not proper government issued ID and will not allow you access through security. Please contact your travel agent directly if you have any other questions



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**