State Travel Office

Tami Nelson, State Travel Manager
Kevin Lucus, State Travel Coordinator

Onsite Contracted Travel Agents:
- Lanea Blosser, lblosser@Utah.gov
- Merrilee Rease
- Diane Hawkes
- Katina Terry
- Venessa Alvey

statetravel@utah.gov
State Travel Contracts

- Christopherson Business Travel
- Delta Airlines, Alaska Airlines
- Hertz, Enterprise, National
- Enterprise Box Trucks
- In-State and NASPO ValuePoint Nation-wide Lodging Programs
- U.S. Bank
State Travel Web Site

www.statetravel.utah.gov
Travel Reimbursement
General Policies FIACCT 10-02.00

- Definition: Home Base
- Prior Approval, Domestic & International Booking Processes
- Travel Agency
- Travel for Contractors (State employee main point of contact must work with State Travel, not the Contractor)
- Purchasing Cards Use For Travel (not mandatory)
- Business Travel Accounts
- Personal time before/after a business trip
Travel – Advances
FIACCT 10-02.01

- 90% of anticipated meals and incidentals
- 90% of lodging available to employees who travel less than 3 times per year if approved by Executive Director/Desigee
- Not available for rental cars
- (direct billing available for rental cars)
Use appropriate form for traveler. All forms accessible via the State Travel website and State Finance’s website.

- Third Party Reimbursements:
- Must make all travel arrangements through State Travel unless the third party is booking the travel and paying the vendors directly. **Cannot** use a personal credit card for airfare.
- Meals may be reimbursed at the federal per diem rates.
Travel – Reimbursement – Meals
FIACCT 10-02.03

• In-State: $11/$14/$20 = $45
• Out-of-State: $13/$14/$23 = $50
• Premium Cities – $71/$61 (with original itemized receipts)
• International Travel – Follow Federal Per Diem Rates (with original itemized receipts)
• Non Over-Night Meal Allowance
• Continental Breakfast vs. Full Breakfast
• May choose to pay out-of-state per diem rates when bringing someone to Utah.
Travel – Reimbursement – Lodging
FIACCT 10-02.04

- Conference Hotels – actual cost plus tax. Can make reservation on own. A conference hotel is a hotel that offers a special rate negotiated by the conference. The conference itself does not need to be held at that hotel. For reimbursement purposes, literature showing the conference rate must be included. Encouraged to stay at a hotel close by if the conference rate is high (must be booked by state travel if not stay at the conference hotel).

- For registration fees, if the cost is $1000 or more, the form “Award of Contract without Engaging in a Standard Procurement Process” must be filled out and signed by the Chief Procurement Officer. The form can be found at purchasing.utah.gov under “Purchasing Forms”. The form will be the bottom one. Once completed and signed attach to the reimbursement documents.
Travel – Reimbursement – Lodging
FIACCT 10-02.04

- In-state Hotels - $75 plus tax except for hotels listed in chart. New rates for FY '21 can be found on the State Travel website, in the policy FIACCT 10-02.04 and in the FindIt Guide. Booking through State Travel is HIGHLY recommended. VERIFY RATE if booking with hotel directly. Government rates are to be used for official business travel only.

- Out-of-State Hotels – Must be booked through State Travel unless it is a conference hotel. Federal per diem guidelines are followed.

- For In-State, travelers are only eligible for lodging if the destination is 50 miles or more from their home base unless pre-approved by their Executive Director or Designee.

- $25 without receipts and up to $40 plus tax with receipts for staying somewhere other than a hotel.
Receipts only needed for incidental expenses of $20 or more, including parking at the SLC Airport unless using a Pcard. Subject to Division of Finance oversight through post-audit, when an original itemized receipt is not available, a Department’s Finance Director or designee may use discretion on a case by case basis in determining sufficient documentation for the reimbursement request. The Department’s Finance Director’s approval should be included in the reimbursement documentation. If a receipt is lost when using a Pcard, then a lost receipt form that is on the State Finance website must be filled out and sent to Matt Jenkins in State Finance to get a possible exception to the Pcard policy.

• The maximum reimbursable amount for airport parking is the economy parking lot rate at the airport the traveler is flying out of.
• Premium Seating (pre-approval required).
• Tips – maximum $5.00/day. (Exception – taxi or ride share companies such as Uber/Lyft may be tipped up to $5.00 or up to 18%)
Travel – Reimbursement – Incidentals
FIACCT 10-02.05

- Registration fees – can be paid via state check, personal credit card, or a Pcard. Remember, if the cost is $1000 or more and is being paid for with a Pcard, the form “Award of Contract without Engaging in a Standard Procurement Process” must be filled out and signed by the Chief Procurement Officer.

- Personal phone calls - $2.50 per day, up to four days. 5-11 nights actual amount up to $20. 12-30 nights actual amount up to $30.

- More than 30 nights, start over.

- These charges must be listed on the hotel invoice or original phone bill.

- Laundry - $18 for trips in excess of six days.

- Miscellaneous - $5/day beginning the seventh day.
Travel – Reimbursement – Transportation
FIACCT 10-02.06

• All commercial transportation MUST be booked through the State Travel Office (air, car, train, bus), unless directly paid by a third party.

• Must use our contracted carriers unless another airline has a lower fare or schedule that better meets the State’s business need. This is regardless of funding source.

• Same day changes. May be paid for directly by traveler with approval of their Executive Director/Designee – not to exceed $75.00. (not available on basic economy use or lose fares)

• Vouchers are the property of the State.
If electing to drive a personal vehicle out-of-state vs flying, a driving vs. flying comparison must be obtained from Kevin or Tami in State Travel. This is the transportation comparison only. Agencies must consider the overall cost of driving, including per diem, lodging, wages before approving.

The link for the form can be found on the travel web page. Only required for out-of-state travel.

Reimbursements will be limited to the lower cost of driving a personal vehicle and renting a car, according to the cost comparison found on this link: https://fleet.utah.gov/motor-pool-a/demand-motor-pool/personal-vehicle-vs-rental-vehicle/
Travel – Reimbursement – Transportation
FIACCT 10-02.06

• The rate for a personal vehicle is .38/mile or .57/mile if a state vehicle and an enterprise daily pool rental is not reasonably available. Private aircraft .57/mile. Private motorcycle .20/mile.

• All rental cars must be booked through the online reservation form for in-state billed reservations with Enterprise or through the State Travel Office for non-billed reservations for all car companies.

• Renting electric scooters is not allowed due to safety concerns.
UNUSED TICKETS

• Christopherson Travel as a program called AirBank that keeps track of all unused tickets and their expiration dates.

• The reservation system, Worldspan, will alert the agents when they book a trip for someone that has an unused ticket (it recognizes the name).

• Due to COVID-19, many airlines are waiving the change fees and also extending the validity date of the unused ticket. Updates happen constantly, so the agents will let you know the current rules.
New Service Fees
Beginning 7/1/2020

- New service fees will be charged as follows:
  - Rental Car Only: $8.00 (no additional fee for changes)
  - Hotel Only: $8.00 (no additional fee for changes)
  - Hotel/Car booked in same record: $8.00 (no additional fee for changes)
  - If booking and airline ticket with a hotel and/or car all in the same record, the standard $26.00 will apply with no additional charges. (additional fee charged for changes to airline tickets)
  - These are all charged to the BTA account stored in the profile.
  - ** has been approved by the rate committee and the Legislature
Travel Insurance

Recommended Travel Insurance available through the Division of Risk Management.

- Complete information can be found on Risk Management’s website.

* Get pre-approval
Travel – Group Gatherings
FIACCT 10-04.00

- If spending $1000 or more, a FI-58 Group Gathering Authorization request form must be filled out.

- If staying within per diem, no bids are required. State Travel authorization is not required. This is up to $50,000.
Travel – Group Gatherings
FIACCT 10-04.00

- If a facility is selected that does **NOT** offer per diem:
  - If spending $1000 or less, the best source may be selected without seeking competitive bids.
  - If spending between $1000.01 and $5000, two to three bids must be obtained and you must go with the lowest bidder. If more than one bid cannot be obtained, State Travel Office must approve.
  - If spending $5000 or more, State Travel can assist with the procurement and must approve.
Travel – Group Gatherings
FIACCT 10-04.00

- When a procurement exceeds $50,000, then public posting requirements of the Procurement Code apply (63G-6a-112 Required public notice). There are some exceptions, which are listed in R33-8-101e. Public Notice -- Waiver of Public Notice.
- Contact Tami Nelson or Kevin Lucus in State Travel for assistance.
Booking Procedures

- Contact agents for quotes. (statetravel@utah.gov)

- Fill out the FI-5 form, obtain the appropriate signatures and include appropriate documentation. Or, if using ESS, enter the information and upload the supporting documentation. For DAS, send the documents to Tami Nelson or Kevin Lucus to enter into ESS.

- Contact agents to book the travel arrangements by emailing them all at once at statetravel@utah.gov. Their main reservation line is 800-367-3230. Or you can use the online reservation request form. A link to the form can be found on the State Travel web site.
Enterprise/Hertz Booking Procedures

- Book via the two online reservation forms found on the State Travel web page.
- Requests from the online reservation forms for regular Enterprise locations are sent to our contracted travel agents. They will make the reservation and will email a confirmed itinerary. Reservations are **NOT** confirmed until you receive this itinerary.
- Once the reservation is confirmed, contact the agent that emailed you the confirmed itinerary for any changes or questions. You may also contact Tami Nelson or Kevin Lucus.
- Reservation requests are **ONLY** accepted Monday through Friday 8am to 5pm.
Enterprise Fuel Payment Options

- Pcard
- Personal Credit Card
- Reimbursement is done on Form FI-51A or via ESS when using a personal credit card. (original receipt is required)
- Must return tank full (or at same level as when picked up), per contract
On-Demand and Key Valet Programs for Enterprise
Airport construction news!

- [https://www.slcairport.com/thenewslc/](https://www.slcairport.com/thenewslc/)
Delta Airlines News

- Delta, as well as other airlines are doing amazing things to keep our travelers safe. Since Salt Lake City is a hub for Delta, we wanted to share a link with some highlights of what they are doing:


Just copy and past that link into your browser to view.
Travel Training
Fiscal Year 2021

For any questions, please contact:

Tami Nelson at taminelson@Utah.gov
or
Kevin Lucus at Klucus@Utah.gov