

STATE OF UTAH TRAVEL INFORMATION

1, PURPOSE

Travel rules and regulations are issued for the guidance of officials and employees of the State of Utah, in accordance with Title 63A-3-106 and 63A-3-107, Utah Code Annotated, as amended. **FOR A MORE DETAILED EXPLANATION ON STATE OF UTAH TRAVEL POLICIES AND PROCEDURES GO TO <http://fleet.utah.gov/menu-state-travel.html>**

2. PER DIEM

In-State Travel Per Diem

The basic meal allowance for a 24-hour period of travel is \$39.00, to be computed as follows:

\$10.00 Breakfast

\$13.00 Lunch

\$16.00 Dinner

Tips and Tax on Meals – Tips and tax on meals are included in the per diem amount.

Out-Of-State Per Diem

The basic meal allowance for a 24-hour period of travel is \$46.00, to be computed as follows:

\$10.00 Breakfast

\$14.00 Lunch

\$22.00 Dinner

Tips and Tax on Meals – Tips and tax on meals are included in the per diem amount.

Leave Home Base:

1st qtr-leave between 12:01 am and 6:00 am	Breakfast, Lunch, Dinner
2nd qtr-leave between 6:01 am and noon	Lunch, Dinner
3rd qtr-leave between 12:01 pm and 6:00 pm	Dinner
4th qtr-leave between 6:01 pm and midnight	No Per Diem

Return to Home Base

1st qtr-return between 12:01 am and 6:00 am	No Per Diem
2nd qtr-return between 6:01 am and noon	Breakfast
3rd qtr-return between 12:01 pm and 7:00 pm	Breakfast, Lunch
4th qtr-return between 7:01 pm and midnight	Breakfast, Lunch, Dinner

Meals included in the registration fee 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.

Premium Cities

The traveler may choose to accept the per diem rate for out-of-state travel or to be reimbursed at the actual meal cost, with original receipts, up to \$62 per day. The traveler will qualify for premium rates: on the day travel begins and/or the day travel ends only if the trip is of sufficient duration to qualify for all meals on those days. The traveler may choose different reimbursement methods during the trip; however, he 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 tip. **Alcoholic beverages are not reimbursable.** The premium cities are:

Arlington, New York, Los Angeles, Chicago, San Francisco, Washington DC, Boston, Baltimore, San Diego

Complimentary Meals

Complimentary meals of a hotel, motel, and/or association and meals included in the conference registration costs are deducted from the \$62 premium allowance as follows: If breakfast is provided, deduct \$14, leaving a premium allowance for lunch and dinner of actual up to \$48. If lunch is provided, deduct \$19, leaving a premium allowance for breakfast and dinner of actual up to \$43. If dinner is provided, deduct \$29, leaving a premium allowance for breakfast and lunch of actual up to \$33.

3. NON-OVERNIGHT TRIPS.

An employee may be authorized to receive meal per diem if the destination is at least 100 miles from “home-base” depending on departure and return times.

4. LODGING

Lodging is reimbursed at the following rates for *Single* occupancy only.

In-State Lodging

Conference Hotel: actual cost plus tax.

Non-Conference Hotel:

Blanding	\$75.00 plus tax
Bryce	\$70.00 plus tax
Cedar City	\$75.00 plus tax
Delta	\$70.00 plus tax
Ephraim	\$70.00 plus tax
Fillmore	\$75.00 plus tax
Green River	\$75.00 plus tax
Kanab	\$75.00 plus tax
Layton	\$75.00 plus tax
Logan	\$75.00 plus tax
Moab	\$95.00 plus tax
Monticello	\$70.00 plus tax
Nephi	\$70.00 plus tax
Ogden	\$75.00 plus tax
Panguitch	\$70.00 plus tax
Park City/Heber City/Midway	\$90.00 plus tax
Price	\$75.00 plus tax
Provo/Orem/Lehi/ American Fork/Springville	\$75.00 plus tax
Richfield	\$70.00 plus tax
Salt Lake City Metropolitan Area (Draper to Centerville), Tooele	\$95.00 plus tax
St. George/Washington/Springdale	\$80.00 plus tax
Torrey	\$75.00 plus tax
Tremonton	\$90.00 plus tax
Vernal/Roosevelt/Ballard	\$95.00 plus tax
All Other Utah Cities	\$65.00 plus tax

State employees traveling less than 50 miles from their home base are not entitled to lodging reimbursement. Miles are calculated from either the departure home-base or from the destination to the traveler's home-base. The traveler may leave from one home-base and return to a different home-base. For example, if the traveler leaves from their residence, then the home-base for departure calculations is their residence. If the traveler returns to where they normally work (ie. Cannon Health Building), then the home-base for arrival calculations is the Cannon Health Building.

These rates are based on single occupancy. For double occupancy add \$20, for triple occupancy add \$40 and for quadruple occupancy add \$60.

Out-Of-State Lodging

Conference Hotel: actual cost plus tax.

Non-Conference Hotel: Actual cost up to \$65 plus tax.

A proper receipt for lodging accommodations must accompany each request for reimbursement. The tissue copy of the MasterCard Corporate card charge receipt is **not acceptable**. **A proper receipt is a copy of the registration form generally used by motels and hotels which includes the following information:**

- Name of motel/hotel
- Street address of motel/hotel
- Town and state of motel/hotel
- Telephone number of motel/hotel
- Current date
- Name of person or persons staying at the motel/hotel
- Date or dates of occupancy
- Amount and date paid
- Signature of agent
- Number in the party
- Single or double occupancy

When staying at a location other than a hotel, such as with a family member, travelers may now receive \$25 per night.

If staying at a campground, trailer park, etc., travelers may be reimbursed up to \$40 per night with a signed receipt.

5. INCIDENTAL EXPENSES REIMBURSEMENT

A. Required Supporting Documentation – Supporting documentation for employee travel reimbursements must include an original receipt/invoice detailing items purchased, unit and total cost, vendor or payee name and date of purchase. If the purchase is made online or if the vendor does not provide a paper invoice, a printout of an electronic or faxed invoice or an electronic file of the invoice should be used. For purposes of this policy, ‘original receipt/invoice’ includes any hardcopy original, or a faxed or scanned receipt/invoice received directly from a vendor. When departments scan their supporting documents and then destroy those documents, departmental policy should be clear that only original receipts/invoices are scanned. Employees and those approving payment should take necessary precautions prior to approval of payment to ensure the receipts/invoices are for actual goods and services received and are not duplicate payments and that the expenses were necessary and reasonable.

B. Incidental Expenses Reimbursement – The allowances for meal reimbursements are all inclusive. Additional expenses such as sales tax and tips are considered part of the allowances shown for those types of reimbursements. However, travelers will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips, baggage fees, and transportation costs (tips for maid service, doormen, and meals are not reimbursable.) No other gratuities will be reimbursed. Include an original receipt for each individual incidental item of \$20 or more.

C. Parking Expense Reimbursement

Parking at the SALT LAKE CITY airport – The maximum reimbursement for parking, whether you park at the airport or away-from-the-airport, is the airport long-term parking rate. The parking receipt must be included with the reimbursement request.

Parking at Hotel, etc.

Individual amounts of \$20 or more– Submit an original receipt for each item.

Individual amounts less than \$20– Submit schedule of payments, including the following information:

- Date

- Location
- Dollar Amount

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