



Utah Board of Juvenile Justice Travel Instructions

Items to Return for Reimbursement:

Airline Itinerary/Boarding Pass Conference Agenda Long Term Parking Receipts
 Hotel Receipts Taxi/Shuttle Receipts (to & from hotel/airport only)
 Tip Summary (will pay for baggage tips & toll fees, but will not pay for maid service, doormen or tips on meals).

Out of State Travel

Meals – The basic meal allowance for a 24 hour period of travel is \$43, to be computed as follows:

Breakfast	\$10.00
Lunch	\$13.00
Dinner	<u>\$20.00</u>
Total	\$43.00

For **premium cities** (New York, Chicago, Washington D.C., Arlington, Baltimore, Atlanta, Los Angeles, San Francisco, Orlando, San Diego and Boston) the traveler may choose to accept the per diem rate or be reimbursed at the actual meal cost, with original meal receipts, **up to \$57 per day. Alcohol is not reimbursable.** The traveler will qualify for premium rates on the day the travel begins and/or the day the travel ends only if the trip is of sufficient duration to qualify for all meals on those days. A combination of per diem and actual may be used; however, one method or the other must be used for each full day. Receipts must be submitted for the premium cities. Complimentary meals of a hotel, motel, (excluding continental breakfasts) and/or association and meals included in the conference registration costs are deducted from the \$57 premium allowance as follows:

- If breakfast is provided, deduct \$14, leaving a premium allowance for lunch and dinner of actual up to \$43.
- If lunch is provided, deduct \$17, leaving a premium allowance for breakfast and dinner of actual up to \$40.
- If dinner is provided, deduct \$26, leaving a premium allowance for breakfast and lunch of actual up to \$31.

The meal reimbursement is determined by the time of day the traveler leaves his “home-base” (the location the employee leaves from and/or returns to), the days at the location, and the time of day he returns to his “home-base.” Tips and tax on meals are included in the per diem amount. The 24 hour period is divided into four quarters.

Leave Home-Base:

<u>Leave Home-Base:</u>	<u>Amount Reimbursed</u>
1 st qtr – leave between 12:01am and 6:00 am	\$43.00
2 nd qtr – leave between 6:01 am and noon	\$33.00
3 rd qtr – leave between 12:01 pm and 6:00 pm	\$20.00
4 th qtr – leave between 6:01 pm and midnight	\$0.00

Return to Home-Base:

1 st qtr – return between 12:01am and 6:00 am	\$0.00
2 nd qtr – return between 6:01 am and noon	\$10.00
3 rd qtr – return between 12:01 pm and 7:00 pm	\$23.00
4 th qtr – return between 7:01 pm and midnight	\$43.00

UBJJ Travel Reimbursement Request

Traveler Information

Name:		Affiliation:	
Address:		Phone #	
Purpose:		Destination:	
Departure:		Return:	
Time:		Time:	

Lodging (include receipt)

Hotel Name:		Conference Hotel?	
Arrival Date:		Departure Date:	
Daily Rate:		Total Cost:	

Meals Provided (Breakfast=\$9* / Lunch=\$11 / Dinner=\$18) & Travel Advance

Date:		Meal:		Value:	
Date:		Meal:		Value:	
Travel Advance:					
Total:					

Home Ground Transportation (include odometer or atlas readings)

Odometer readings:	Beginning:		End:	
Mileage from home base to airport and back:			x .375	

Airport Long Term Parking (include receipt)

Arrival Date:		Departure Date:	
Total Days:		Daily Rate:	
Total:			

On-site Ground Transportation to & from lodging (include receipts over \$20)

Type	Date	Destination	Amount
Total:			

Baggage Tips & Toll Fees (receipt required for items over \$20)

Purpose	Date	Amount
Total:		

Signature	Submission Date

You must return the following items for reimbursement: Boarding Pass, Conference Agenda, Hotel Receipt, Taxi/Shuttle Receipts (over \$20), Airport long-term parking receipt.