

## UAACT TEAM TRAVEL CHECKLIST For Travel within the State of Utah

With in-state travel, you must live more than 50 miles from your normal daily commute to the conference to qualify for a hotel stay unless there is a conference sponsored nighttime event scheduled that makes it unsafe for you to drive home. The state also dictates that you must live 100 miles or more from the conference to be eligible for meals. If the conference, training or workshop does not include meals, you may be on your own for this expense.  
All mileage will be verified through MapQuest.

### Two Months before Travel:

(For conference travel only)

- Check to make sure the conference you wish to attend has been approved. For workshops and training at UCAT, please refer to the underlined statement above.
- Check to make sure your team leader has included you on the Team Training Plan as outlined in the UAACT Policy and Procedures Manual, as a potential traveler to this conference. (*This is not applicable to workshops and trainings at UCAT*)
- Check with your team leader to verify how much money was reserved for you to travel so you will be sure to stay within your budget.
- Refer to [www.mapquest.com](http://www.mapquest.com) and compare the distance from the place of your normal daily commute to the conference center. This will determine your eligibility for an overnight stay. The state rules that you must live 50 miles or more from the conference center or training destination to warrant the need for a hotel room. For meals, the travel must be greater than 100 miles.

Note: Meal allowance for non-overnight trips. If the destination is at least 100 miles from home base, the traveler may be reimbursed for meals as follows:

Breakfast: Traveler leaves "home base" before 6:01 am. (In state rate \$8.00)  
Lunch: When the trip meets one of the following: (In state rate \$11.00)

- Trip warrants entitlement to breakfast and dinner
- Traveler leaves "home base" before 10:00 am and returns after 2:00 pm.
- Department director provides *prior written* approval.

Dinner: Traveler leaves "home base" before 2:00 pm and returns after 7:00 pm.  
(In state rate \$16.00)

- Check with your team leader to see if there are any team mates who will also be attending the conference, workshop or training. Once learned, you may now contact them to secure a room mate and a driving companion(s). (If you choose to drive alone, you will only receive ½ of the mileage) If no one else from your team is going to this conference, please contact Lynn Marcoux for assistance in securing a room mate from another team. If, from the time of your registration to the time of the conference, your potential room mate has canceled his/her travel, please call Lynn

Marcoux to rearrange a new room mate. You must have a room mate for travel per the UAAACT Policy and Procedure Manual, or you will forfeit 75% of your hotel reimbursement.

- If there are any special circumstances in regard to your travel, please send a written e-mail or letter to Lynn Marcoux immediately for state approval before registration is sent in.
- Refer to the UAAACT website [www.uaaact.org](http://www.uaaact.org) to review the UAAACT Policy and Procedures Manual on state travel and to print off the necessary forms you will need.
- Refer to the conference website to print off the registration forms.  
AAC in the Mountains: [www.creativecommunicating.com](http://www.creativecommunicating.com)
- Send your fully prepared registration form to Lynn Marcoux at UCAT, 1595 W. 500 So. Salt Lake City, UT 84104, [Lmarcoux@utah.gov](mailto:Lmarcoux@utah.gov) or fax to 801-887-9382.
- Please call or e-mail Lynn to make sure your registration has been received. Once the conference packet is sent to state travel, the conference is closed.
- Refer to the conference booklet or on-line conference web-site, to find the suggested conference hotel and contact one of the hotels listed to secure a room. Please be sure to make these reservations early to be sure you receive the conference discounted rate as this is the rate that will be reimbursed to you. Do not use a discount broker such as Expedia as we are unable to reimburse for hotels using such services. IF you do not choose to stay at the suggested hotel, you will only be reimbursed at the Utah state rate which is \$80.00 plus tax. If you choose not to stay at a conference hotel please remember, UAAACT policy states it is unable to reimburse for a rental car. If traveling to UCAT for a workshop or training, you must ask for the state rate when booking a hotel room.

Note: If you are sharing the hotel expenses with your room mate, each person must have an original copy of the receipt with their own name on it.

Also, if you are paying for a room that you are not occupying, your name must be on that receipt as the payor and the names of those who actually occupied the room must be on that receipt as well. IF this is not done, you may be denied reimbursement.

### Two Weeks before Conference:

- If you have not received your confirmation, please contact Lynn Marcoux immediately.
- Confirm driving arrangements with team mates and your room mate. You will only be reimbursed ½ of the mileage charges if you drive alone.

### Three Days before Conference:

- Please refer to the website [www.uaaact.org](http://www.uaaact.org) for the post conference reimbursement worksheet you will need upon return. Be sure you understand what will and will not be covered before you go!
- Confirm your hotel reservation.
- Confirm last minute details with your room mate and the people in your car pool.

Note: Please do not split the cost of parking or shuttle services etc. without proper documentation as this could delay your reimbursement.

### One to Five Days after your Trip:

- Complete the UAAACT Travel Reimbursement Worksheet completely. If the worksheet is not completed in full, it will be returned to you. This will delay your reimbursement greatly.
- The completed worksheet with original hotel receipt, parking receipt, shuttle receipt, etc, must be mailed or hand carried to UCAT. We must have the original receipts for reimbursement. Please mail to UCAT % Lynn Marcoux, 1595 W. 500 S., Salt Lake City, UT 84104.
- The worksheet may be e-mailed or faxed to Lynn Marcoux at [Lmarcoux@utah.gov](mailto:Lmarcoux@utah.gov) or to 801-887-9382 if you are not claiming reimbursement for the hotel, parking, shuttle or any other item that requires an original receipt.
- Once you have sent in the worksheet and receipts and Lynn has completed the state form, please be sure to watch your fax machine for the completed state form which Lynn will be sending to you. Please verify, sign and return to the fax number stated on the cover sheet to UCAT at (801-887-9382)

### General Information:

Please do not wait until the morning of the conference to call our office with a travel problem as there may not be anyone available to help you. Use this check list to help you plan your trip wisely.

There are many wonderful workshops and training opportunities at UCAT which are all posted on the UAAACT web-site [www.uaaact.org](http://www.uaaact.org). Make a mental note to check the website out each month to schedule the training sessions and secure a substitute teacher which is generously reimbursed if needed, by the UAAACT general fund. When you decide which workshop or training you wish to attend, please call our office to sign up so we can know how many hand-outs to prepare and make the proper seating accommodations.

Please remember, your reimbursement will take up to 30 days once the completed form is sent to state travel. This is very dependent on how quickly you act. I will dedicate the week after travel as a priority for completing travel reimbursements. The late comers will be done as time allows.