

UAAACT TEAM TRAVEL CHECKLIST For Out of State Travel

Two Months before Travel:

- Check to make sure the conference you wish to attend has been approved. Generally, only the following out of state conferences have been approved: Closing the Gap, ATIA and CSUN.
- Check to make sure your team leader has included you on the Team Training Plan as outlined in the UAAACT Policy and Procedures Manual, as a potential traveler to this conference.
- Check with your team leader to make sure you understand how much money was reserved for you to travel so you will be sure to stay within your budget.
- Check with your team leader to see if there are any team mates who will also be attending this conference. Once learned, you may now contact them to secure a room mate. 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 may 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 to review the UAAACT Policy and Procedures on state travel and to print off the necessary forms you will need.
- Refer to the conference website to print off the registration forms.
 - Closing the Gap: www.closingthegap.com
 - ATIA: www.atia.org/conf.
 - CSUN: www.csun.edu/cod/conf
- Send your fully prepared registration form to Lynn Marcoux at UCAT, 1595 W. 500 So. Salt Lake City, UT 84104, 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.

*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 airport driving arrangements with team mates and your room mate. **You may only be reimbursed ½ of the mileage charges if you drive alone.** The state reimbursement policy will pay for either two round trips to the airport or one round trip plus parking for \$6.00 maximum per day with a receipt.

Three Days before Conference:

- Please refer to the website 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!
- Be sure to check with the airline for any changes made to your flight and to see if there are any policy changes in regard to security and departure times.
- Confirm your hotel reservation.
- Confirm last minute details with your room mate.

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 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)

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.