

Effective Date: 7-8-08

Utah State Board of Education Travel Policies

~ Revised for In-State and Out of State Travel by UAAACT members ~
(non-state employees and USDB)
subject to change

WE WILL NOT PAY FOR RENTAL CARS WHILE ATTENDING A CONFERENCE!

Travel Reimbursement DEADLINES:

Trips with paid lodging and/or per diem **shall be submitted for reimbursement within 30 days after the travel.** Unless traveling in the month of June, there will be no travel reimbursements accepted after May 31st.

Out-of-State Travel:

Airline and hotel/motel needs.

UAAACT Travel Coordinator: **Lynn Marcoux (801) 887-9380**
Lmarcoux@utah.gov

Central Travel Account (CTA):

All airline tickets must be purchased using the Central Travel Account referencing a travel authorization number. Airline tickets issued through the Central Travel Account are not reimbursed to you. **The state will not reimburse the employee for the cost of airline travel if it is charged to an individual credit card.**

The State Division of Finance will not honor any reimbursement requests for airfare or travel arrangements that are not made through the UAAACT Travel Coordinator/State Travel. Exceptions to this policy may be granted when the travel will be reimbursed by a third party other than the state, and the third party makes the travel arrangements and pays for the expenses directly through its own travel agency.

Reimbursement by a Third Party:

Any UAAACT member who receives a travel reimbursement from a third party for travel should not be enriched by the reimbursement beyond what the travel policy allows.

Travel expenses reimbursed by a third party may be handled in one of the following ways:

- ▷ Deposit the total third party reimbursement with the state as a refund of expenditure and obtain a regular travel reimbursement from the state.
- ▷ Retain the amount reimbursed by the third party, up to the amount allowed by the travel policy, and accept no state reimbursement.

Note: Now that the airlines are charging for more than one bag or some for one bag, and if you are required to fly on these airlines and pay an extra baggage fee on an out of state trip, you may be reimbursed up to \$20 for these fees. However, if you have to pay over \$20, a receipt will be required.

In-State Travel:

Travelers should secure their own in-state lodging reservations. keeping in mind the appropriate limits for reimbursements.

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 meal reimbursement. If the conference, training or workshop does not include meals, you may be on your own for this expense.

The current state maximum allowable rate for lodging is as follows:

The actual cost up to:

\$90.00 plus tax	Metropolitan Salt Lake City	Vernal Roosevelt	Park City	Heber City & Midway City limits.	From Draper to Centerville	Tooele
\$80.00 plus tax	Moab	Heber				
\$75.00 plus tax	Provo/Orem	Springville	Kanab	Logan	Lehi	
\$70.00 plus tax	St. George Green River	Washington Bryce	Ogden	Panguitch Altamount	Mex. Hat Layton	Price

All other areas within the state will stay at \$60.00 plus tax.

These rates are based on single occupancy. For double occupancy add \$20-\$40 respectively

Lodging:

While taking safety and additional travel requirements into account, UAAACT members are encouraged to find the most economical accommodations available. Reservations should be confirmed with a credit card, and the traveler should have the confirmation number when he/she checks in at the hotel. **Prior approval is required for overnight stays of 50 miles or less.** (Rule: Total mileage used, less the normal daily commute mileage)

Lodging at Other Than a Hotel/Motel:

Travelers who choose to stay with friends or relatives may be reimbursed **\$25 per night** with no receipt required. Those who use a personal camper or trailer home at a campground or trailer park,(not a private residence) may be reimbursed actual costs up to \$40 with a signed receipt.

Incidental Travel Expenses:

The traveler will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips. All tips must be explicitly detailed on the reimbursement form. **The maximum tip amount allowed is \$1 per bag.** **All other incidental expenses must be substantiated by original receipts.**

Miscellaneous Meal Reimbursement:

Meals included in the registration fee and complimentary meals will reduce the meal allowance. Also meals provided at a "Bed and Breakfast" will reduce the breakfast meal allowance. However, meals provided on airlines will not reduce the meal allowance.

Continental breakfasts should be claimed as a provided meal. If the traveler has to make other arrangements for breakfast, receipts are required for up to the allowed amount.

(In order to be reimbursed, we will need the original itemized receipt showing the actual meal you had, NOT the charge receipt.)

▷ IF a meal does not suit your dietary needs, if you are a diabetic or have another dietary restriction, please let us know before your trip so we can notate the restriction on your travel plan that is sent in to the state when approval is being sought. If it is not part of the planning, we will not be able to accommodate your plan for reimbursement.

Meal Allowance for Overnight Trips:

The meal reimbursement is determined by the time of day the traveler leaves "home base" (the location the employee leaves from and/or returns to), the days at the location, and the time of day he/she returns to "home base - tips and tax on meals are included in the per diem amount. The 24-hour period is divided into four quarters. (Breakfast = B, Lunch= L, Dinner = D)

The Day Travel Begins:

1 st quarter	Leave between 12:01 am and 6:00 am	B L D
2 nd quarter	Leave between 06:01 am and 12:00 noon	L D
3 rd quarter	Leave between 12:01 pm and 6:00 pm	D
4 th quarter	Leave between 06:01 pm and 12:00 midnight	NO MEALS

The Day Travel Ends:

1 st quarter	Return between 12:01 am and 06:00 am	NO MEALS
2 nd quarter	Return between 06:01 am and 12:00 noon	B
3 rd quarter	Return between 12:01 pm and 07:00 pm	B L
4 th quarter	Return between 07:01 pm and 12:00 midnight	B L D

Rates:

In State	B = \$ 9.00	L = \$ 11.00	D = \$16.00	Total \$36.00/day
Out of State	B + \$10.00	L = \$ 14.00	D = \$21.00	Total \$45.00/day

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

Lunch - When the trip meets one of the following:
- Trip warrants entitlement to breakfast and dinner
- Traveler leaves "home base" before 10:00 am and returns after 2:00 pm
the department director provides *prior written* approval

Dinner Traveler leaves "home base" before 2:00 pm and returns after 7:00 p m

Mileage Reimbursement Rates:

Private vehicle paid at: \$.36 cents per mile (up to 15,000 miles per calendar year)

District vehicle for mileage reimbursement paid at: \$.32 cents per mile (paid to District Office)

Rule of Thumb: We are not paid to travel to and from work

Reimbursable mileage will be calculated as mileage over and above the travelers normal commute mileage. In other words, any mileage submitted for a trip must have the traveler's commute mileage subtracted from the total.

Regardless of whether your mileage is in connection with a one day trip or an over- night trip, the commute mileage must be subtracted from the total mileage.

When reporting local travel, exact addresses should be used with an explanation as to why it was necessary. Personal travel to restaurants, movies etc. are not reimbursable.

Incidental Ground Transportation Expenses:

The traveler will be reimbursed for official business use of taxi, bus, and other ground transportation expenses. **The traveler should not use a taxi if a more economical method of transportation (shuttle-bus) is readily available.** Submit a schedule of payments, including date "to" destination, "from" destination, type of travel location and dollar amount. **For individual amounts of \$20 or more, an original receipt is required.** Taxi fare to or from the Salt Lake City Airport is not reimbursable.

Rental cars in an exceptional case must be pre-authorized by USOE. It would be best if the request was made at the time of registration, but at least two months before the travel date. Please send Lynn Marcoux a written request for the exception before travel plans are made.

Parking Expenses:

The state will reimburse UAAACT members for airport parking. **The maximum reimbursable rate is \$7 per day with an airport parking receipt.**

****** If you use a private vehicle, either the mileage for two round trips to the airport or one round trip plus the parking may be reimbursed.

The state will NOT reimburse travelers for valet parking.**

With the skyrocketing costs of these conferences, we would suggest that if you live more than 45 miles away from the airport and are not comfortable leaving your vehicle in long term parking at the airport, it would be best if you found someone to carpool with that is willing to.

Driving a Private Vehicle vs. Flying:

When UAAACT members choose to drive to an out of state meeting or conference instead of flying, the maximum reimbursement they will receive is the lowest reasonable air fare or the driving mileage, whichever is less. The policy is the same when a third party is paying the travel expenses. **Travelers who choose to drive will not be reimbursed for parking fees, toll fees or per diem in excess** of flying time. When in doubt, please contact Lynn at Lmarcoux@utah.gov, or 801-887-9380.

Please note that as of 2008, it is no longer an option to drive any state or school district vehicle out of the state of Utah. This is a major liability to the state as insurance companies will only cover the fleet within the state of Utah. If you decide to take a vehicle out of state while on a UAAACT business, you will not be covered in case of an accident for injury or damage.