

## State Travel Policy

- References
- State Travel Office - <http://fleet.utah.gov/fleet/state-travel.html>
- State Finance Policy FIACCT 10-02 - <http://finance.utah.gov> (Accounting Policies and Procedures)
- Human Services Travel Payment/Reimbursement Procedures 03-010.00 - [http://hsofo.utah.gov/files/fiscal\\_procedures/03-010.00%20Travel%20Policy.pdf](http://hsofo.utah.gov/files/fiscal_procedures/03-010.00%20Travel%20Policy.pdf)

## General Policies

FIACCT 10-02.00

- In-state travel - prior approval by department head or designee required
- Out-of-state travel - prior approval on form FI 5 by executive director office required
- Out-of-state travel approvals will be limited to travel required to meet client needs, travel to meet federal grant requirements, meet obligations for national organizations or travel paid from non-General Fund sources [EDO memo 4/2/2012]
- Travel directly related to clients such as transporting of children and youth can be approved at the Division or Office Director level by completing an FI 5 [EDO Memo 11/4/2013]

## Travel Advance

FIACCT 10-02.01

- 90% advance for anticipated meals and incidentals
- 90% advance for lodging for travelers who travel fewer than 3 times per year with Executive Director or designee approval
- Process payment voucher in FINET
- Complete FI 48
- Object code for advance: 6048 In-state and 6098 Out-of-state
- Attach approved FI 5 for out-of-state

## Reimbursement Procedures

FIACCT 10-02.02

- Complete form FI 51A (in-state) or FI 51B (out-of-state)
- Documentation includes:
  - Hotel bill
  - Conference Agenda
  - Conference Registration
  - Itinerary
  - Incidental Receipts for \$20.00 or more
  - Out-of-state travel must attach the approved FI 5

## Meals

FIACCT 10-02.03

- In-state and out-of-state meal allowances as listed in policy
- Premium cities (listed in policy) may be reimbursed actual meal cost up to the premium cities per diem rate with original receipts for ALL THREE meals (no receipts: use standard out-of-state rates)
- International travel - federal per diem rates apply and must include all receipts
- Deduct any complimentary meals
- If the hotel offers a hot breakfast, employee not eligible for breakfast per diem
- Non-overnight trip taxable meal allowance if destination is at least 100 miles from home-base
- Non-overnight taxable meals must be reimbursed through the State Payroll system

## Lodging

FIACCT 10-02.04

- In-state lodging rates as listed in policy
- Out-of-state lodging must be booked through State Travel (unless conference hotel)
- Reimburse for conference hotel (include copy of registration listing conference hotel)
- Contact State Travel for help with rates 801.538.3350
- Proper receipt for reimbursement showing traveler name, hotel name, date of occupancy, date and amount paid
- Less than 50 miles in excess of normal office commute - NO lodging

## Incidentals

FIACCT 10-02.05

- New baggage charges should be listed under "Miscellaneous" on form
- All incidentals \$20 or more require a receipt
- Airport parking reimbursed at Salt Lake International Airport long-term parking rate
- Ground transportation (taxi) \$20 or more - receipt required
- Hotel Parking \$20 or more - receipt required
- See State Policy for further requirements

## Transportation

FIACCT 10-02.06

- Airline tickets and rental cars must be booked through State Travel
- All private vehicle mileage will be reimbursed at the rate of .38 cents per mile [EDO memo 4/2/2012]
- Travel by motorcycle will be reimbursed
- Drive vs Fly comparison must contact State Travel Office
- All mileage reimbursements submitted on FI 40 through State payroll system
- Human Services Travel Payment/Reimbursement Procedures 03-010.00 - [http://hsofo.utah.gov/files/fiscal\\_procedures/03-010.00%20Travel%20Policy.pdf](http://hsofo.utah.gov/files/fiscal_procedures/03-010.00%20Travel%20Policy.pdf)