

R25. Administrative Services, Finance.

R25-7. Travel-Related Reimbursements for State Travelers.

R25-7-1. Purpose.

The purpose of this rule is to establish procedures to pay travel-related Reimbursements to Travelers of an Agency or a Political Subdivision that is subject to this rule.

R25-7-2. Authority and Exemptions.

This rule is established pursuant to:

- (1) Section 63A-3-107, which authorizes the Division of Finance to make rules governing in-state and out-of-state travel expenses; and
- (2) Section 63A-3-106, which authorizes the Division of Finance to make rules governing meeting Per Diem and travel expenses for Board members attending official meetings.

R25-7-3. Definitions.

- (1) "Agency" means any Department, division, Board, bureau, office, or other administrative subunit of state government. This definition includes the executive, legislative and judicial branches.
- (2) "Board" means a board, commission, council, committee, task force, or similar body established to perform a governmental function.
- (3) "Department" means all executive Departments of state government.
- (4) "Executive Director" means a Department Executive Director, Department Commissioner, Chief of Staff or the equivalent of a Chief Executive Officer for a Political Subdivision.
- (5) "Fleet Vehicle" means a vehicle owned or leased by an Agency or Political Subdivision. This also includes vehicles rented for use as motor pool vehicles by an Agency or Political Subdivision.
- (6) "Home Base" means the location from which the Traveler leaves to begin travel and the location to which the Traveler returns to end travel. In determining the Home Base of a Traveler, an Agency should consider at least the following non-exclusive factors:
 - (a) If the Traveler is leaving on travel directly from home, or if there a valid business reason for the Traveler to go to a designated work location before leaving for the travel destination, the Home Base should be the last location the Traveler was in, home or designated work location, prior to leaving on travel.
 - (b) If the Traveler is going directly home after the trip, or if there a valid business reason for the Traveler to first go to a designated work location prior to the Traveler returning home, the ending Home Base for travel is the first location the employee goes to when returning from travel.
- (7) "Per Diem" means an allowance paid daily.
- (8) "Political Subdivision" means a county, city, town, school district, local district, special service district, or any entity, other than an Agency, subject to this rule by statute.
- (9) "Rate" means an amount of money.
- (10) "Reimbursement" means money paid to compensate a Traveler for money spent.
- (11) "Traveler" means any person who is traveling on business for an Agency or Political Subdivision. This definition includes employees, Board members, elected officials, vendors, volunteers and grant recipients or award beneficiaries.

R25-7-4. Eligible Expenses.

- (1) Reimbursements are intended to cover any travel-related normal areas of expenses that are ordinary and reasonable in the circumstances.
- (2) Requests for Reimbursement must be accompanied by original itemized receipts for any expenses except those for which flat allowance amounts are established.
- (3) When an original itemized receipt is not available, Agency or Political Subdivision management may use discretion in determining the appropriate amount of alternative documentation prior to Reimbursement of expenses.
- (4) Alcoholic Beverages are not reimbursable.

R25-7-5. Approvals.

- (1) For insurance purposes, state business travel, whether reimbursed or not, must have prior approval by an appropriate authority. This also includes non-state employees where the Agency or Political Subdivision is paying for the travel expenses.
- (2) Out-of-state travel must be approved by the Executive Director or designee. The approval of in-state travel Reimbursement forms may be considered as documentation of prior approval for in-state travel. Prior approval for out-of-state travel should be documented on form FI5 - "Request for Out-of-State Travel Authorization", in the State's ESS Travel system, or in another system with equivalent controls and calculations.
- (3) Exceptions to the prior approval for out-of-state travel must be justified in the comments section of form FI5 "Request for Out-of-State Travel Authorization", in the State's ESS Travel system or in another system with equivalent controls and calculations, and must be approved by the Executive Director or the designee.
- (4) The Executive Director or designee must approve any travel to out-of-state functions where more than two Travelers from the same Department are attending the same function at the same time.

R25-7-6. Reimbursement for Meals.

- (1) Travelers who travel on business may be eligible for a meal Reimbursement.
- (2) The Reimbursement will include tax, tips, and other expenses associated with the meal.
- (3) Allowances for in-state travel differ from those for out-of-state travel.
- (a) The daily travel meal allowance for in-state travel is \$45.00 and is computed according to the Rates listed in the following table.

TABLE 1

In-State Travel Meal Allowances

Meals	Rate
Breakfast	\$11.00
Lunch	\$14.00
Dinner	\$20.00
Total	\$45.00

(b) The daily travel meal allowance for out-of-state travel is \$50.00 and is computed according to the Rates listed in the following table.

TABLE 2

Out-of-State Travel Meal Allowances

Meals	Rate
Breakfast	\$13.00
Lunch	\$14.00
Dinner	\$23.00
Total	\$50.00

(4) Tier I premium locations in this subsection are Anchorage, Alaska; Chicago, Illinois; each location in Hawaii; New York City, New York; San Francisco, California; and Seattle, Washington. Tier II premium locations in this subsection are Atlanta, Georgia; Baltimore, Maryland; Boston, Massachusetts; Dallas, Texas; Los Angeles, California; San Diego, California; and Washington, DC.

(a) When traveling to a Tier I premium location, the Traveler may choose to accept the Per Diem Rate for out-of-state travel, as shown in Table 2 above, or to be reimbursed at the actual meal cost, with original receipts, up to \$71 per day.

(b) When traveling to a Tier II premium location, the Traveler may choose to accept the Per Diem Rate for out-of-state travel, as shown in Table 2 above, or to be reimbursed at the actual meal cost, with original receipts, up to \$61 per day.

(c) Subject to Subsections 6(a) and 6(b), the Traveler will qualify for premium Rates on the day the travel begins and the day the travel ends only if the trip is of sufficient duration to qualify for meals on that day.

(d) Complimentary meals with lodging accommodations and meals included in event registration costs are deducted from the premium location allowance as follows:

(i) Tier I Location

(a) If breakfast is provided deduct \$18, leaving a premium allowance for lunch and dinner of actual up to \$53.

(b) If lunch is provided deduct \$19, leaving a premium allowance for breakfast and dinner of actual up to \$52.

(c) If dinner is provided deduct \$34, leaving a premium allowance for breakfast and lunch of actual up to \$37.

(ii) Tier II Location

(a) If breakfast is provided deduct \$16, leaving a premium allowance for lunch and dinner of actual up to \$45.

(b) If lunch is provided deduct \$17, leaving a premium allowance for breakfast and dinner of actual up to \$44.

(c) If dinner is provided deduct \$28, leaving a premium allowance for breakfast and lunch of actual up to \$33.

(d) The Traveler must use the same method of Reimbursement for an entire day.

(e) Actual meal cost includes tips.

(5) When traveling in foreign countries, the Traveler may choose to accept the Per Diem Rate for out-of-state travel, as shown in Table 2, or to be reimbursed the actual meal cost, with original receipts, not to exceed the federal Reimbursement Rate for the location as of the date of travel.

(a) The Traveler may use both Reimbursement methods during a trip; however, they must use the same method of Reimbursement for an entire day.

(b) Actual meal cost includes tips.

(6) The meal Reimbursement calculation is comprised of three parts:

(a) The day the travel begins. The Traveler's entitlement is determined by the time of day the Traveler leaves their Home Base, as illustrated in the following table.

TABLE 3

The Day Travel Begins

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
12:01 AM - 6:01 AM	6:01 AM - 12:01 PM	12:01 PM - 6:01 PM	6:01 PM - 12:01 AM
6:00 AM	12:00 PM	6:00 PM	12:00 AM
*B, L, D	*L, D	*D	*no meals
In-State			
\$45.00	\$34.00	\$20.00	\$0
Out-of-State			
\$50.00	\$37.00	\$23.00	\$0

*B = Breakfast, L = Lunch, D = Dinner

(b) The days at the location.

(i) Complimentary meals and meals included in a registration cost are deducted from the total daily meal allowance. However, a continental breakfast will not reduce the meal allowance. Please Note: For breakfast, if a hot food item is offered, it is considered a complimentary meal, no matter how it is categorized by the facility. The meal is considered a "continental breakfast" if no hot food items are offered.

(ii) Meals provided on airlines will not reduce the meal allowance.

(c) The day the travel ends. The meal Reimbursement the Traveler is entitled to is determined by the time of day the Traveler returns to their Home Base, as illustrated in the following table.

TABLE 4

The Day Travel Ends

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
12:01 AM - 6:01 AM	6:01 AM - 12:01 PM	12:01 PM - 6:01 PM	6:01 PM - 12:01 AM
6:00 AM	12:00 PM	6:00 PM	12:00 PM
*no meals	*B	*B, L	*B, L, D
In-State			
\$0	\$11.00	\$25.00	\$45.00

Out-of-State
 \$0 \$13.00 \$27.00 \$50.00
 *B = Breakfast, L = Lunch, D = Dinner

(7) A Traveler may be authorized by the Executive Director or designee to receive a taxable meal allowance on an officially approved trip when the Traveler's farthest destination is at least 100 miles one way from their Home Base and the Traveler does not stay overnight.

- (a) Breakfast is paid when the Traveler leaves their Home Base before 6:00 a.m.
- (b) Lunch is paid when the Traveler leaves their Home Base before 10:00 a.m. and returns after 2:00 p.m.
- (c) Dinner is paid when the Traveler leaves their Home Base and returns at or after 6:00 p.m.
- (d) The allowance is not considered an absolute right of the Traveler and is authorized at the discretion of the Executive Director or designee.

R25-7-7. Meals for Statutory Non-Salaried State Boards.

- (1) When a Board meets and conducts business activities during mealtime, the cost of meals may be charged as public expense.
- (2) Where employees or other advisors or consultants must, of necessity, attend such a meeting in order to permit the Board to carry on its business, the meals of such employees, advisors, or consultants may also be paid. In determining whether or not the presence of such employees, advisors, or consultants is necessary, the Board is requested to restrict the attendance of such employees, advisors, or consultants to those absolutely necessary at such mealtime meetings.

R25-7-8. Reimbursement for Lodging.

A Traveler who travels on business may be eligible for a lodging Reimbursement.

- (1) For stays at a conference hotel, the Traveler will be reimbursed the actual cost plus tax and any mandatory fees charged by the hotel for both in-state and out-of-state travel. The Traveler must include the conference registration brochure with the Travel Reimbursement Request, form FI 51A, FI 51B, on ESS Travel, or equivalent form or system.
- (2) For in-state lodging at a non-conference hotel, the Traveler will be reimbursed the actual cost up to \$75 per night for single occupancy plus tax and any mandatory fees charged by the hotel except as noted in the table below.

TABLE 5
 Cities with Differing Rates

Note: The Rates described below indicate the nightly single occupancy room Rate. Any applicable taxes and mandatory fees are in addition to the Rates below.

City	Rate
Blanding	\$85.00
Bluff	\$100.00
Brigham City	\$80.00
Bryce Canyon City	\$90.00
Cedar City	\$80.00
Duchesne	\$90.00
Ephraim	\$80.00
Fillmore	\$80.00
Hanksville	\$85.00
Heber	\$85.00
Kanab	\$90.00
Layton	\$90.00
Logan	\$90.00
Mexican Hat	\$90.00
Moab/Green River	\$110.00
Monticello	\$80.00
Ogden	\$95.00
Park City/Midway	\$110.00
Provo/Orem/Lehi/American Fork/Springville	\$85.00
Roosevelt/Ballard	\$90.00
Salt Lake City Metropolitan Area (Draper to Farmington), Tooele	\$100.00
St. George/Washington/Springdale/Hurricane/ La Verkin	\$85.00
Torrey	\$95.00
Tremonton	\$90.00
Tropic	\$95.00
Vernal	\$95.00
Other Utah Cities	\$75.00

(3) Travelers traveling less than 50 miles from their Home Base are not entitled to lodging Reimbursement. Miles are calculated from the Traveler's Home Base. An Executive Director may use discretion to authorize Reimbursement for lodging if the Agency or Political Subdivision determines lodging is reasonable and in the best interest of the state. For example, if the Traveler is required to work at the travel destination after normal working hours or early the next day, or when weather or other safety issues exist, lodging may be appropriate.

(4) When an Agency or Political Subdivision pays for a person from out-of-state to travel to Utah, the in-state lodging Per Diem Rates will apply.

(5) For out-of-state travel stays at a non-conference hotel, the Traveler will be reimbursed the actual cost per night plus tax and any mandatory fees charged by the hotel, not to exceed the federal lodging Rate for the location. For Agency Travelers, these reservations must be made through the State Travel Office.

(6) For Agency Travelers, the State will reimburse the actual cost per night plus tax and any mandatory fees charged by the hotel for in-state or out-of-state travel stays when reservations are made through the State Travel Office.

If lodging is not available at the allowable Per Diem Rate in the area the Traveler needs to stay, the State Travel Office will book a hotel with the best available Rate. In this circumstance, the Traveler will be reimbursed at the actual Rate booked.

If a Traveler chooses to stay at a hotel that costs more than the allowable Per Diem Rate, the Traveler will only be reimbursed for the allowable Per Diem Rate plus tax and any mandatory fees charged by the hotel.

(7) Lodging is reimbursed at the Rates listed in Table 5 for single occupancy only. For double Traveler occupancy, add \$20, for triple Traveler occupancy, add \$40, for quadruple Traveler occupancy, add \$60.

(8) Exceptions will be allowed for unusual circumstances when approved in writing by the Traveler's Executive Director or designee prior to the trip.

(a) For out-of-state travel, the approval may be on the form FI 5, in the State's ESS Travel system, or in another system with equivalent controls and calculations.

(b) Attach the written approval to the Travel Reimbursement Request, form FI 51B, FI 51D, in ESS Travel, or in another equivalent form or system.

(9) A proper receipt for lodging accommodations must accompany each request for Reimbursement.

A proper receipt is a copy of the registration form generally used by a motel or hotel which includes the following information: name of motel/hotel, street address, town and state, telephone number, receipt date, names of occupants dates of occupancy, amount and date paid, number in the party, and single, double, triple, or quadruple occupancy.

(10) When lodging is required, a Traveler should stay at the lodging facility nearest to the ultimate destination point of travel where state lodging Per Diem Rates are accepted in order to minimize transportation costs.

(11) A Traveler may also elect to stay with friends or relatives or use their personal campers or trailer homes instead of staying in a hotel. With proof of staying overnight away from home on approved business, the Traveler will be reimbursed the following:

(a) \$25 per night with no receipts required; or

(b) Actual cost up to \$40 per night with a signed receipt from a facility such as a campground or trailer park, not from a private residence.

(12) A Traveler on assignment away from the Home Base for longer than 90 days will be reimbursed as follows:

(a) First 30 days - follow regular rules for lodging and meals. Lodging receipt is required.

(b) After 30 days - \$46 per day for lodging and meals. No receipt is required.

R25-7-9. Reimbursement for Incidentals.

Travelers who travel on business may be eligible for a Reimbursement for incidental expenses.

(1) A Traveler will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips, maid service, and bellman. Gratuities or tips for various services such as assistance with baggage, maid service, and bellman, may be reimbursed up to a combined maximum of \$5.00 per day. Include an original receipt for each individual incidental item above \$19.99.

(2) A Traveler will be reimbursed for incidental ground transportation and parking expenses.

(a) A Traveler shall document all official business use of taxi, bus, parking, and other ground transportation including dates, destinations, parking locations, receipts, and amounts.

(b) Personal use of such transportation to a restaurant is not reimbursable.

(c) The maximum that airport parking will be reimbursed is the economy lot parking Rate at the airport the Traveler is flying out of. A receipt is required for amounts of \$20 or more.

(d) Gratuities and tips for ground transportation will be reimbursed up to the greater of \$5 or 18% for each ride. Gratuities and tips must be shown on an original receipt.

(3) For an Agency, a conference registration should be paid in advance by check or with a purchasing card.

(a) A copy of the approved FI 5 form must be included with the payment voucher or purchase card log for out-of-state registrations.

(b) For an Agency, if a Traveler must pay the registration upon arrival, and does not have a purchase card or personal credit card, the Agency is expected to process a payment document and have the Traveler take the state warrant to the event.

(4) A demonstrable expense for a business call will be reimbursed at the actual cost.

(a) The Traveler shall list the amount of these calls separately on the Travel Reimbursement Request, form FI 51A, FI 51B, or in ESS Travel or equivalent form or system.

(b) The Traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount for business telephone calls and personal telephone calls.

(5) An allowance for personal telephone calls made while out of town on business overnight may be based on the number of nights away from home. The Traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount for personal telephone calls. Reimbursement must be calculated as follows:

(a) four nights or less, actual amount up to \$2.50 per night;

(b) five to eleven nights, actual amount up to \$20.00;

(c) twelve nights to thirty nights, actual amount up to \$30.00; and,

(d) more than thirty days, start over

(6) Laundry expenses up to \$18.00 per week will be allowed for trips in excess of six consecutive nights, beginning after the sixth night. For use of coin-operated laundry facilities, the Traveler must provide a list of dates, locations, and amounts.

(7) An amount of \$5 per day will be allowed for Travelers away in excess of six consecutive nights beginning after the sixth night.

(a) This amount covers miscellaneous incidentals not covered in this rule.

(b) This allowance is not available for Travelers going to conferences.

(8) An Agency or Political Subdivision may provide for a Traveler to return home over a weekend when the business portion of a trip extends longer than ten nights. Reimbursements may be given for costs allowed by these policies.

R25-7-10. Reimbursement for Transportation.

A Traveler who travels on business may be eligible for a transportation Reimbursement.

(1) Air transportation is limited to Air Coach or Excursion class. Priority seating charges will not be reimbursed unless preapproved by the Executive Director or designee.

(a) For Agency Travelers, all reservations should be made through the State Travel Office for the least expensive air fare available at the time reservations are made.

(b) Only one change fee per trip will be reimbursed.

(c) The explanation for the change and any other exception to this rule must be given and approved by the Executive Director or designee.

(2) A Traveler may be reimbursed for mileage to and from the airport and long-term parking or away-from-the-airport parking.

(a) The maximum Reimbursement for parking, whether a Traveler parks at the airport or away from the airport, is the long term parking Rate at the airport they are flying out of.

(b) The parking receipt must be included with the Travel Reimbursement Request, form FI 51A, FI 51B, in ESS Travel or equivalent form or system for amounts of \$20 or more.

(c) A Traveler may be reimbursed, up to the maximum Reimbursement Rate, for mileage to and from the airport to allow someone to drop them off and to pick them up.

(3) A Traveler may use a private vehicle with approval from the Executive Director or designee.

(a) Only one person in a vehicle may receive the Reimbursement, regardless of the number of people in the vehicle.

(b) Reimbursement for a private vehicle will be at the Rate of 38 cents per mile or 56 cents per mile if a Fleet Vehicle is not available to the Traveler.

(i) To determine which Rate to use, the Traveler must first determine if a Fleet Vehicle is available that meets the Traveler's needs. This does not apply to special purpose vehicles. If reasonably available, the Traveler should use a Fleet Vehicle. If a Fleet Vehicle is not reasonably available, the Agency or Political Subdivision may approve the Traveler to use a private vehicle. If a Fleet Vehicle is not reasonably available, the Traveler may be reimbursed at 56 cents per mile.

(ii) If a trip is estimated to average 100 miles or more per day, the Agency or Political Subdivision should approve the Traveler to reserve a Fleet Vehicle if one is reasonably available. Doing so will cost less than if the Traveler takes a private vehicle. If the Agency or Political Subdivision approves the Traveler to take a private vehicle, the Traveler will be reimbursed at the lower Rate of 38 cents per mile not to exceed the expense calculated in the link located in Subsection (e).

(c) A Reimbursement Rate that is more restrictive than the Rate established in this Section may be established by the Agency or Political Subdivision.

(d) Any exceptions to this mileage Reimbursement Rate guidance must be approved in writing by the Traveler's Executive Director or designee.

(e) A cost comparison worksheet is available at: <http://fleet.utah.gov/motor-pool-a/demand-motor-pool/personal-vehicle-vs-rental-vehicle/>

(f) Mileage will be computed using Mapquest, GoogleMaps or other generally accepted route planning website, or from the latest official state road map and will be limited to the most economical, usually traveled routes.

(g) If the Traveler uses a private vehicle on official business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense.

(h) For an Agency Traveler, an approved "Private Vehicle Usage Report", form FI 40, should be included with the documentation reporting miles driven on business during the payroll period.

(i) Mileage Reimbursement may be allowed on an approved "Travel Reimbursement Request", form FI 51A, FI 51B, or in ESS Travel, or equivalent form or system, if other costs associated with the trip are to be reimbursed at the same time.

(4) A Traveler may choose to drive instead of flying if preapproved by the Executive Director or designee.

(a) If the Traveler drives a Fleet Vehicle, the Traveler may be reimbursed for meals and lodging for a reasonable amount of travel time; however, the total cost of the trip must not exceed the equivalent cost of the airline trip. The Traveler may also be reimbursed for incidental expenses such as toll fees and parking fees.

(b) If the Traveler drives a privately-owned vehicle, Reimbursement will be at the Rate of 38 cents per mile or the airplane fare, whichever is less, unless otherwise approved by the Executive Director or designee.

(i) The lowest fare available within 30 days prior to the departure date will be used when calculating the cost of travel for comparison to private vehicle cost.

(ii) A comparison printout which is available through the State Travel Office is required when the Traveler is taking a private vehicle.

(iii) The Traveler may be reimbursed for meals and lodging for a reasonable amount of travel time; however, the total cost of the trip must not exceed the equivalent cost of an airline trip.

(iv) If the Traveler uses a private vehicle on official business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense.

(c) When submitting the Reimbursement form, attach a schedule comparing the cost of driving with the cost of flying. The schedule should show that the total cost of driving was less than or equal to the total cost of flying for the trip.

(d) If the travel time taken for driving during the Traveler's normal work week is greater than that which would have occurred had the Traveler flown, the excess time used must not count as time worked.

(5) Use of non-fleet rental vehicles must be approved in writing in advance by the Executive Director or designee.

(a) An exception to advance approval of the use of rental vehicles shall be fully explained in writing with the request for Reimbursement and approved by the Executive Director or designee.

(b) Detailed explanation is required if a rental vehicle is requested for a Traveler staying at a conference hotel.

(c) When making rental car arrangements through the State Travel Office, reserve the vehicle you need. Upgrades in size or model made when picking up the rental vehicle will not be reimbursed.

(i) A Traveler should rent vehicles to be used for business in their own names, using a contract available to the Traveler's Agency or Political Subdivision to ensure the Agency's or Political Subdivision's insurance coverage is extended in the rental.

(ii) For Agency Travelers, a rental vehicle reservation not made through the State Travel Office must be approved in advance by the Executive Director or designee.

(iii) The Traveler will be reimbursed the actual Rate charged by the rental agency.

(iv) The Traveler must have approval for a rental car in order to be reimbursed for rental car parking.

(6) Travel by private airplane for official business must be approved in advance by the Executive Director or designee.

(a) The pilot must certify to the Executive Director or designee that the pilot is certified to fly the plane being used for business.

(b) If the plane is owned by the pilot, the pilot must certify the existence of at least \$500,000 of liability insurance coverage.

(c) If the plane is a rental, the pilot must provide written certification from the rental agency that the insurance covers the Traveler and the Agency or Political Subdivision as insured. The insurance must be adequate to cover any physical damage to the plane and at least \$500,000 for liability coverage.

(d) Reimbursement will be made at 56 cents per mile.

(e) Mileage calculation is based on air mileage and is limited to the most economical, usually-traveled route.

(7) Travel by private motorcycle must be approved prior to the trip by the Executive Director or designee. Travel will be reimbursed at 20 cents per mile.

(8) For Agency Travelers, a car allowance may be allowed in lieu of mileage Reimbursement in certain cases. Prior written approval from the Executive Director, the Executive Director of the Department of Administrative Services, and the Governor is required.

KEY: air travel, per diem allowances, state travelers, transportation

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