



Policy: In-State, Out-of-State, and Same Day Travel Policy	Effective Date: July 1, 2017
Number: 710-3-002	Reviewed/Revised: July 2022
Authorized By: Jill Remington Love,, Executive Director	
Authority: FIACCT 10-2.00 Travel Reimbursement; Utah Administrative Code Rule R25-7	

Purpose:

The Department of Cultural and Community Engagement (CCE) is committed to maintaining a work environment that is safe and empowering for employees, and that promotes the individual value of each Department employee. This CCE Travel Policy demonstrates the department’s commitment to balance the demands of work-required travel for employees against CCE’s limited travel and other resources. CCE desires that employees receive total travel-related reimbursements provided by state policy timely and in the most efficient manner possible. Finally, the policy also is designed to lessen the administrative demands of travel on both the employee and Department, while ensuring that audit-level documentation is maintained for each trip.

CCE adheres to the Travel policies and procedures as outlined in the State Finance Accounting Policies and Procedures.

While this Policy further defines CCE-specific rules and approvals for in-state and out-of-state travel, it is meant to supplement, not replace, State Finance Accounting Policies and Procedures.

Policy:

CCE has an electronic travel management system (Salesforce) that shall be used to process all travel requests and travel reimbursements.

Prior Approval

For insurance purposes, all travel (in-state, out-of-state, and same day) on state business, whether reimbursed by the State or not, must be job-related and receive approval prior to the travel beginning date through the CCE travel approval process. Approval is also required if a non-state employee is traveling but CCE is paying the expense (i.e. Board Members, HD Coordinators, etc.)

In CCE, in-state and same day in-state staff travel requests are approved by supervisors. Out-of-state and overnight travel requests are approved by the Executive Director or his/her designee. For purposes of this policy, the Executive Director designates CCE Division Directors to approve out-of-state and overnight travel within their Divisions. This designation is inclusive of all exceptions and reviews assigned to the Executive Director or designee in State Policy. Division Director and Administrative Division travel requests are approved by the CCE Executive Director or her/his designee.

Travel Time

CCE employees shall be compensated for time spent traveling during regular working hours, regardless of the day of the week. The CCE work schedule is 7 a.m. to 6 p.m. For time spent traveling outside of working hours, CCE employees may be compensated with prior approval. Prior approval is requested as part of the travel approval process.

CCE employees choosing to drive rather than fly to an out-of-state destination will be compensated for the travel time that would have been required for flight. Additional weekday working hour driving travel time should be taken as annual leave.

Per Diem

It is the policy of CCE to provide per diem at rates identified in the most current State Finance Accounting Policies and Procedures for each meal period that the CCE employee is traveling. In compliance with State Finance Accounting Policies and Procedures, per diem for a meal period will not be provided if:

- The conference/meeting includes breakfast, lunch, or dinner in the registration fee
- The employee's meal is paid for as part of a group business meal (i.e. business meeting)

Additionally, consistent with State Policy, per diem for the breakfast meal period may not be provided if the hotel provides a hot breakfast. Supervisors and Division Directors will review requests for breakfast per diem on a case-by-case basis and as part of the CCE travel approval process.

Employees are not required to keep meal receipts. In general, CCE encourages employees to simply use adopted per diem rates when traveling. However, in compliance with State policy, CCE will allow an exception to the use of adopted per diem rates if an employee is traveling to a "premium city" and desires reimbursement at "premium city" rates as outlined in State Finance Accounting Policies and Procedures. Per State policy, if "premium city" reimbursement is requested, an employee must choose "premium city" reimbursement for an entire day, but not for the entire stay. In this instance, all meal receipts for the day(s) "premium city" reimbursement is sought will be required and the "premium city" calculation in the DHA trip closure process will be completed. Please refer to the State Travel Policy for "premium city" maximums.

As a matter of practice, CCE-issued P-cards should not be used to pay for meals when traveling.

Same Day Travel (no overnight stay): If a CCE employee travels more than 100 miles one-way from home-base and does not stay overnight, the employee may be allowed a taxable per diem at the per diem rates established in the State of Utah Finance and Accounting Rules. (IRS codes dictate that non-overnight per diem is taxable.)

Lodging

It is the policy of CCE to reimburse lodging at the following rates:

- Conference Hotel: Actual rates, plus tax
- In-State Non-Conference Hotel: Rates identified by State Division of Finance, plus tax
- Out-of-State Non-Conference Hotel: Federal per diem lodging rate, plus tax, as identified at www.gsa.gov If the Federal per diem rate is sold out, employees can request pre-approval for a higher rate. Prevailing available rates should be documented with the pre-approval request.

Employees may choose to stay at a hotel that exceeds the rates identified. Employees choosing to stay at a more expensive hotel shall be reimbursed the identified rate and pro-rated tax, and will be responsible to pay the difference. In no instance will CCE reimburse more than the cost of the hotel rate, plus tax. State Policy suggests that each instance of an employee choosing to stay at a more expensive hotel while accepting State Policy-identified rate reimbursement will be subject to post audit review.

CCE employees choosing to lodge at a location other than a hotel/motel shall be reimbursed \$25 per night.

Transportation

All CCE employees traveling by air shall use the State contract travel agent, unless an exception is granted by the CCE Executive Director or her/his designee.

All DHA employees traveling by automobile shall use a CCE vehicle. If a CCE vehicle is not available, employees shall use a rental car agency through the State contract and following the CCE Fleet procedure.

Use of a personal vehicle must be approved by the Supervisor (in-state and same day travel) or Division Director (out-of-state and overnight travel). In compliance with State Fleet policy, if a CCE vehicle or rental vehicle is available, personal vehicle use will be reimbursed at a lower rate as specified by State Policy. If a CCE vehicle or rental car is not available, personal vehicle use will be reimbursed at a higher rate as specified by State Policy. Mileage to and from the destination shall be calculated using an online trip planning tool such as Mapquest or Google Maps. The mileage calculation documentation will be required for reimbursement.

Travel Reimbursements, including Incidental Reimbursement

It is the policy of CCE to reimburse employees for all travel-related expenses to the full extent allowed in the State of Utah Finance and Accounting Rules. To expedite reimbursement, those traveling on State business are required to provide the following, if applicable, upon return and as part of the CCE trip closure/reimbursement process:

- Hotel Receipt
- Conference Agenda/Schedule of Events, highlighting meals provided as part of registration fee
- Receipts for personal phone calls, up to \$2.50/day maximum outlined in State Finance and Accounting Rules (CCE will not reimburse personal phone calls for employees who receive a cellular phone stipend or are provided a DHA-issued cellular phone.)
- Receipts for incidental expenses (parking, checked baggage, ground transportation, telephone, data etc.) In compliance with State policy, receipts are required for all incidental expenses exceeding \$20. CCE encourages employees to keep receipts for all incidental expenses, regardless of the amount, to ensure full reimbursement for all travel related incidentals.
- Gratuities listing (receipts not required), up to a maximum \$5 per day for a combination of baggage handling tips, housekeeping gratuities, bell staff tips, etc.
- **Gratuities/Tips for ground transportation (taxi/shuttle/rideshare) will be reimbursed up to the greater of \$5 or 18% for each ride. Gratuities/Tips must be shown on original receipt.**
- Airport parking and personal vehicle mileage reimbursement at the higher personal rate for travel to and from the airport; or transportation receipts to and from the airport; or personal vehicle mileage reimbursement at the higher personal vehicle rate per mile from home to the airport, and airport to home, if dropped off and picked up by personal vehicle.
- Mileage calculation documentation, if seeking personal vehicle use reimbursement

(Parking at the Salt Lake City International Airport will be reimbursed at the prevailing long-term parking rate.)

Personal Travel added to a Business Trip

CCE follows the State of Utah Finance and Accounting Rules regarding personal travel added to a business trip.