

Per Diem Rates

Resources:

- For forms visit the [State Finance Website](#) or the [Court’s Intranet](#)
- [State Travel](#) “FindIt” guide
- State of Utah Accounting Policies [FIACCT 10-02.03](#). *Important note: Linking to the State Accounting Policy and Procedure Manual may open a new tab.*
- See also Section 12 Travel, [12-03.00 Lodging Reimbursement](#).
- See [Utah State Courts In-State Lodging Decision Tree](#)
- See [Utah State Courts Out-of-State Lodging Decision Tree](#)

Mileage Rate

Private vehicle:	\$.56 per mile (aka “higher rate”)
If a State Vehicle is available:	\$.38 per mile (aka “lower rate”)
Motorcycle:	\$.20 per mile
Private aircraft:	\$.56 per mile
Private vehicle instead of flying:	\$.38 per mile or airfare, whichever is less

Meals

1. Meal Allowance Rates: The allowance rates listed below **include tax, tips**, etc. associated with the meals unless the meal is for a Group Gathering (See Section [07 Purchasing – 07-03.00 Group Gatherings](#)) when gratuity and delivery are in addition.
 - In-State Meals
 - Breakfast \$11.00
 - Lunch \$14.00
 - Dinner \$20.00
 - Total: \$45.00

- Out-of-State Meals
 - Breakfast \$13.00
 - Lunch \$14.00
 - Dinner \$23.00
 - Total: \$50.00

- Out-of-State Travelers who come to Utah.
 When the Utah State Courts pays for an out-of-state person to travel to Utah, the traveler may be reimbursed up to the out-of-state per diem amounts shown above.

- Breaks \$5.00 (Refer to [Section 07-03.00](#) Group Gathering)
 - a. **Complimentary Meals** – If meals are complimentary, no reimbursement will be made for that portion which is "free." However, meals provided on airlines will not reduce the meal allowance. In addition, continental breakfasts 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 hotel/conference facility. The meal is considered a “continental breakfast” if no hot food items is offered.
 - b. **Meals Included in a Registration Fee** – The value of meals included in the registration for a function will be deducted according to the allowances listed above. However, continental breakfasts will not reduce the meal allowance.
 - c. Submit agendas/itineraries to support meal reimbursement with your travel reimbursement request.

- 2. Premium Cities: Reimbursements are categorized as Tier I or Tier II based on destination. The traveler may choose to accept:
 - a. the standard per diem rate for out-of-state travel (see item 1 of this policy) or
 - b. the actual meal costs up to the amounts listed in the charts below. To qualify for this method, an original receipt for **all three** meals must be submitted with the reimbursement request.
 - i. The traveler will qualify for premium rates on the day travel begin and/or the day travel ends only if the trip is of sufficient duration to qualify for all meals on those days. For example, a traveler flies from Utah to New York on a Monday and returns on Friday. Even if a traveler qualifies for all meals each day, the standard out-of-state per diem rate applies for Monday and Friday unless the traveler has receipts for all three meals in the premium city for those days.
 - ii. A traveler may not receive the premium per diem if one or more meals were not purchased. For example, a traveler may not skip lunch in order to enjoy a more expensive dinner.

- iii. A traveler may combine premium and standard per diem rates on any trip, however, the same method of reimbursement must be used for an entire day.
 - iv. Complimentary meals of a hotel/motel and or conference are to be deducted from this allowance.
- c. **Alcoholic beverages are never reimbursable.**

The per diem rates below include taxes and gratuities

Tier I Premium City Out-of State		Tier II Premium City Out-of-State	
Breakfast	\$18	Breakfast	\$16
Lunch	\$19	Lunch	\$17
Dinner	\$34	Dinner	\$28
Total	\$71	Total	\$61

Tier I Locations

- **Anchorage** - Anchorage City Limits only
- **Chicago** – Includes Cook and Lake Counties
- **Hawaii** – Includes the islands of Hilo, Kauai, Maui, Oahu, Lanai, and Molokai
- **New York City** – Also includes the Bronx, Kings, Queens, and Richmond Cities
- **San Francisco** – Includes San Francisco County
- **Seattle** – Includes King County

Tier II Locations

- **Atlanta** – Fulton, Dekalb, and Cobb Counties
- **Baltimore** – Baltimore City only
- **Boston** – Includes Suffolk County and City of Cambridge
- **Dallas** – Includes Dallas County
- **Los Angeles** – Includes Los Angeles, Orange, and Ventura Counties (except the City of Santa Monica)
- **San Diego** – Includes San Diego County
- **Washington, DC** – Includes cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland.

Lodging

1. Travelers electing to utilize alternative housing in lieu of motel or hotel accommodations may be reimbursed
 - a. up to \$25 per day without submitting a receipt when staying at a location other than a hotel, such as a private residence, Or
 - b. actual costs up to \$40 with signed receipt (campground, trailer park, condo, or time share, etc).

In-State

The rate for in-state lodging at a non-conference hotel is actual cost up to the rate listed on the In-State Per Diem Rates table below, per night for single occupancy. Travelers may secure their own in-state lodging reservations as long as the rate is within the state lodging per diem limits.

- Out-of-State Travelers who come to Utah
When the Utah State Courts pays for an out-of-state person to travel to Utah, the in-state lodging per diem rates will apply.

In-State Per Diem Rates

Blanding	\$85.00 plus tax
Bluff	\$100.00 plus tax
Brigham City	\$80.00 plus tax
Bryce Canyon City	\$90.00 plus tax
Cedar City	\$80.00 plus tax
Duchesne	\$90.00 plus tax
Ephraim	\$80.00 plus tax
Fillmore	\$80.00 plus tax
Hanksville	\$85.00 plus tax
Heber City	\$85.00 plus tax
Kanab	\$90.00 plus tax
Layton	\$90.00 plus tax
Logan	\$90.00 plus tax
Mexican Hat	\$90.00 plus tax
Moab/Green River	\$110.00 plus tax
Monticello	\$80.00 plus tax
Ogden	\$95.00 plus tax
Park City/Midway/Snowbird	\$110.00 plus tax
Provo/Orem/Lehi/American Fk/Springville	\$85.00 plus tax
Roosevelt/Ballard/Naples	\$90.00 plus tax
Metropolitan Salt Lake (Draper to Farmington), Tooele	\$100.00 plus tax
StGeorge/Washington/Springdale/Hurricane/ La Verkin	\$85.00 plus tax
Torrey	\$95.00 plus tax
Tremonton	\$90.00 plus tax
Tropic	\$95.00 plus tax
Vernal	\$95.00 plus tax

All Other Utah Cities	\$75.00 plus tax
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Out-of-State

For out-of-state lodging at a conference hotel, Courts will reimburse the actual cost per night plus tax and any mandatory fees charged by the hotel. These reservations may be booked directly by the traveler. A conference hotel is a hotel designated by the conference that has a block of rooms at a negotiated rate. The traveler must receive the negotiated rate.

For out-of-state travel to a non-conference hotel (rooms are not available at the negotiated rate or there is no conference hotel), reservations must be made through the State Travel office.