

## Lodging Reimbursement

### Resources:

- [Section 07-04.00 Purchasing Card](#)
- Section 12-01.00 [Travel Per Diem Rates](#)
- Travel information and forms visit the [state website](#) or the [Court's Intranet](#)
- [State Travel](#) Office

### Policy:

1. For stays at a conference hotel, the state will reimburse the actual cost plus tax for both in-state and out-of-state travel. **The department/traveler should make their own reservations for the conference hotel.** 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 the hotel to be considered a conference hotel.** (see 3b below if the conference rate is not available). The traveler must include the conference registration brochure and conference hotel documentation that contain the negotiated rate of the hotel with the Travel Reimbursement Request form. **Out-of-state non-conference hotels must be booked by State Travel.**
2. The courts have been successful in some cases to obtain a direct billing arrangement with in-state hotels. If a hotel offers direct billing at the state rate for the date of travel, it is not necessary to involve the state travel office.
  - a. When a direct billing arrangement has not been established, a purchasing card can be used to reserve and pay for lodging.
3. Travelers will be reimbursed for the total cost (room and taxes) of lodging at the currently authorized single occupancy room rate, ([click here for per diem amount based on city](#) for in-state hotels) unless:
  - a. **in-state** accommodations are not available at the state rate and the reservation was made through the State Travel office; or
  - b. **out-of-state accommodations are not available at the conference rate at the conference hotel and the reservation was made through the State Travel Office; or**
  - c. the actual rates are approved in advance by the State Court Administrator or designee (Trial Court Executive or Deputy Court Administrator).
4. Travelers electing to utilize alternative housing in lieu of motel or hotel accommodations may be reimbursed
  - a. up to \$25 per night 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, etc., not a private residence, condo, or time share).
  - c. Travelers using services like AirBnB must arrange travel through State Travel. Reimbursement will be limited to the per night rate allowed at hotels in the city/region of travel.
- 5. Lodging associated with in-state travel must be purchased in Utah unless facilities are not available within a reasonable traveling distance.
- 6. To qualify for reimbursement for in-state lodging the traveler must
  - a. have traveled 50 miles or more one-way from the "home base" to the city where the lodging is located (verifiable by the UDOT mileage map) on the day that the in-state lodging begins, and
  - b. if lodging is within 50 miles from the traveler's home base, have prior written authorization (email is sufficient) from the State Court Administrator or designee (Trial Court Executive or Deputy Court Administrator).
- 7. If Judicial Education is funding the travel, the Director of Education must sign the authorization.

## **Procedure:**

### **Traveler**

- 1. Even if lodging is billed directly to the Courts, the traveler is responsible for any incidental charges during the stay.
- 2. To process a reimbursement, the following documentation is required:
  - a. "Travel Reimbursement Request" (Form FI-51A,B, C or D)
  - b. Original receipts
  - c. "Request for Out-of-State Travel Authorization" (Form FI-5) for out-of-state travel.
  - d. A signed and approved (supervisor or Education Director) "Employee Reimbursement/Earning Request" (Form FI-48), reporting day trip meals and mileage
  - e. Conference hotel information showing conference room rates and daily agenda (to verify meals provided).
- 3. An original receipt for lodging accommodations must accompany each request for reimbursement. The hotel receipt (which is subject to verification) should include the following:
  - a. Name, address and city of hotel;
  - b. Telephone number;
  - c. Dates of occupancy;
  - d. Name of guest
  - e. Amount and date paid;

## **Accounts Payable**

1. To process a reimbursement, the following documentation is required:
  - a. "Travel Reimbursement Request" (Form FI-51A,B, C or D)
  - b. Original receipts
  - c. "Request for Out-of-State Travel Authorization" (Form FI-5) for out-of-state travel.
  - d. A signed and approved (supervisor or Education Director) "Employee Reimbursement/Earning Request" (Form FI-48), reporting day trip meals and mileage
  - e. Conference hotel information showing conference room rates and daily agenda (to verify meals provided).

## **AOC Accounting**

1. The state tax commission will reimburse the Courts for state sales taxes paid on lodging, however to qualify for reimbursement, the bill must be paid directly by the Courts (i.e. p-card or direct bill).
2. The Courts must pay all lodging-related taxes at the time of purchase. The taxes should be classified under the object code 6297 (Utah State Tax Commission, Tax Bulletin 56).