



Courts FY21 (July 1, 2020 - June 30, 2021)

Abbreviated Travel Policy Guide

Purpose of Courts' Abbreviated Travel Policy Guide:

This guide provides information for the most frequently used travel policies in the Utah State Courts. These policies apply to all judges, court commissioners, administrators, staff and all others traveling on Court business. More detailed information can be found in the Travel Section (Section 12) of the Courts' Accounting Manual website: <https://www.utcourts.gov/intranet/forms/#travel>

Basic Travel Definitions:

Home Base:

The location the employee leaves from and/or returns to. The traveler may leave from one home base and return to a different home base. Home base can be your home or office whichever is closest to your destination. The rule specifies that calculation of mileage reimbursement be the shortest distance minus any normal commute mileage. For example, if you left from your home in Farmington to go to a meeting in Brigham City (assuming you normally work at the Matheson Courthouse), you would ask for reimbursement from your home to Brigham City and back. Should you go to a meeting in Nephi, you would charge mileage from the Matheson Courthouse to Nephi and back since you would not count your normal commute mileage.

Per Diem:

A daily allowance associated with business travel expenses.

Travel Coordinator:

A Courts employee with the responsibility to make transportation, lodging, and related reservations for those travelling for business. The Travel Coordinator reviews travel documentation for accuracy and correctness prior to employee reimbursement.

Meal Reimbursement Policy:

FY2021

Budget reductions as a result of COVID19 require the suspension of reimbursement of meals, unless overnight travel is required.

Meal per diem rates

Meal***	In-state Rate	Out-of-state Rate	Tier I* Premium City Out-of- state rates	Tier II** Premium City Out-of- state rates
Breakfast	\$11.00	\$13.00	\$18.00	\$16.00
Lunch	\$14.00	\$14.00	\$19.00	\$17.00
Dinner	\$20.00	\$23.00	\$34.00	\$28.00
Daily Total	\$45.00	\$50.00	\$71.00	\$61.00

* Tier I Premium cities: Anchorage, Chicago, Hawaii, New York, San Francisco, and Seattle. Meals may be reimbursed up to \$71 per day when receipts for all 3 meals are submitted.

** Tier II Premium cities: Atlanta, Baltimore, Boston, Dallas, Los Angeles, San Diego, and Washington DC. Meals may be reimbursed up to \$61 per day when receipts for all 3 meals are submitted.

***Meals provided during a meeting or conference reduce the per diem reimbursement.

Authorized meals per start and end times ***

	Authorized Meals in Gray		
Travel begins:	Breakfast	Lunch	Dinner
Prior to 5:59 AM			
6:00 AM – 11:59 AM			
12:00 PM – 5:59 PM			
6:00 PM or later	No meals		

	Authorized Meals in Gray		
Travel ends:	Breakfast	Lunch	Dinner
Prior to 6:00 AM	No meals		
6:01 AM – 12:00 PM			
12:01 PM – 6:00 PM			
6:01 PM or later			

***Reimbursable meals for non-overnight trips are taxable and must be requested on form FI 48.

Group Gathering Breaks \$5.00

Per Mile Mileage Reimbursement Policy ‡

Mileage reimbursement rate per mile

Private vehicle - Higher Rate ¥	\$0.56
Private vehicle - Lower Rate	\$0.38
Motorcycle	\$0.20
Private vehicle instead of flying (whichever is less)	\$0.38

¥ Higher rate requires Increased Reimbursement Request Form for employees; Non-state employees do not need form.

‡ Miles are calculated from the home base (Primary Court location for the day) to the point of destination.

Fleet Information

Should a vehicle break down, please contact Fleet's Vehicle Services Center (VSC) at 855-358-8824. A VSC technician will assist you with towing, service, and arranging temporary transportation.

In the event of an accident, the police should be contacted and an accident report must be submitted at the following website:

<https://webapps.utah.gov/Accident/>

The website to rent a car for Court business (with prior written approval from the Deputy Court Administrator) when a state car is not available is:

<https://fleet.utah.gov/motor-pool-a/demand-motor-pool/>

The list of gas stations that accept the GasCard can be accessed at:

<https://fleet.utah.gov/fuel/fueling-locations/>



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Lodging Reimbursement Rates

The table below lists the current authorized in-state lodging rates. If you are unable to secure lodging at the state rate, contact State Travel @ 801-538-3350 to book a hotel reservation. **Written authorization from the Deputy State Court Administrator is required for all exception to the state lodging rate.** The State Travel Office must be used to secure out-of-state lodging if it is not a conference hotel. Purchasing cards may be used to secure lodging but not for payment.

Authorized lodging per diem rates by city (Reimbursement will include added local room taxes)

Beaver	\$75 + tax
Blanding	\$85 + tax
Bluff	\$100+ tax
Brigham City	\$80 + tax
Bryce Canyon City	\$90 + tax
Cedar City	\$80 + tax
Duchesne	\$90 + tax
Ephraim	\$80 + tax
Farmington	\$100 + tax
Fillmore	\$80 + tax
Garden City	\$75 + tax
Green River	\$75 + tax
Hanksville	\$85 + tax
Heber	\$85 + tax
Kanab	\$90 + tax
Layton	\$90 + tax
Logan	\$90 + tax
Mexican Hat	\$90 + tax
Moab/Green River	\$110 + tax
Monticello	\$80 + tax
Ogden	\$95 + tax
Panguitch	\$75 + tax
Park City/Midway/ (including Snowbird)	\$110 + tax
Price	\$75 + tax
Provo/Orem/Lehi/American Fork/Springville	\$85 + tax
Roosevelt/Ballard/Naples	\$90 + tax
Salt Lake (Draper to Centerville)/Tooele	\$100 + tax
St. George/Washington/Springdale/Hurricane/La Verkin	\$85 + tax
Torrey	\$95 + tax
Tremonton	\$90 + tax
Tropic	\$95 + tax
Vernal	\$95+ tax
All other Utah cities	\$75 + tax
Alternative lodging locations, e.g. private residence-no receipt required	\$25
Campground/RV park, etc. with receipt	\$40

Reimbursement Policy

The traveler requesting reimbursement must submit documentation within thirty (30) days after completion of any travel to ensure payment. Reimbursement may be denied if: 1) Requests are received more than thirty (30) days after the travel in which the claimed expenses occurred; or 2) For which adequate travel documentation cannot be provided.

Travel Forms and When a Form Would be Required

Form name	Form #	When required
State Employee Travel Request for Out-of-state Travel	FI 5	Prior to booking out-of-state travel and when requesting reimbursement
State Employee Travel Reimbursement Request for In-State Travel	FI 51A	Travel reimbursement for mileage, lodging, airfare, and meal requests
State Employee Travel Reimbursement Request for Out-of-State Travel	FI 51B	Travel reimbursement for mileage, lodging, airfare, and meal requests
Non-State Employee Travel Reimbursement Request for In-State Travel	FI 51C	Travel reimbursement for mileage, lodging, airfare, and meal requests
Non-State Employee Travel Reimbursement Request for Out-of-State Travel	FI 51D	Travel reimbursement for mileage, lodging, airfare, and meal requests
Private Vehicle Usage Report for Reimbursement at \$.38/mile (Lower rate)	FI 40A	For mileage reimbursement through payroll
Private Vehicle Usage Report for Reimbursement at \$.56/mile (Higher Rate)	FI 40B	For mileage reimbursement through payroll
Request for Reimbursement at the Higher Mileage Rate	HMRR	Approval form required to pay employees at higher rate prior to using personal vehicle
Employee Reimbursement/Earnings Request	FI 48	When requesting payment for meals for day trips (non overnight travel)

Documentation required for travel reimbursement

- Completed travel forms
- Meeting agendas/Conference schedules/Itineraries/etc. (if required)
- Necessary receipts, i.e. parking, taxi, and /or luggage fees over \$19.99
- Travel authorization form if traveling out-of-state for business or training
- Any other information needed to substantiate an expense

Air Travel Policy

Anyone traveling on court business, state employee or non-state employee, airline tickets must be purchased using the State Travel Office (801-538-3350).

Airline tickets issued by the State Travel Office are not reimbursed to the traveler, but paid directly to the travel company. **The Courts will not reimburse the employee for the cost of airline travel if it is charged to an individual credit card.**