

## Travel - Reimbursement - Lodging

### FIACCT 10-02.04

Effective: 01-Jul-1994

Revised: 03-Aug-2022

Reviewed: 03-Aug-2022

## Policy

- A. **Reimbursement Rates** – State employees who travel on state business may be eligible for a lodging reimbursement.
1. It is the intent of these policies to reimburse expenses that are ordinary to the business as well as reasonable in the circumstances. Employees may not be reimbursed for upgrades to any travel lodging without an exception in accordance with Section C of FIACCT 10-02.00. Any approval provided for upgraded accommodations must include a business justification for the upgrade.
  2. 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 include the conference registration brochure and conference hotel documentation that contains the negotiated rate of the hotel with the Travel Reimbursement Request form FI 51A, FI 51B, FI 51C, or FI 51D or as an attachment in ESS Travel. It is recommended that if the conference rate is over the allowable per diem rate, to check with the conference hotel to see if they have the per diem rate available; or to stay in a hotel that is within two blocks of the conference hotel and has the per diem rate available. Out of state non-conference hotels must be booked by State Travel.
  3. For in-state lodging at a non-conference hotel, the state will reimburse 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. Travelers may secure their own in-state lodging reservations as long as the rate is within the state lodging per diem limits.

<b>Ballard</b>	<b>\$100.00 plus tax</b>
<b>Beaver</b>	<b>\$95.00 plus tax</b>
<b>Blanding</b>	<b>\$90.00 plus tax</b>
Bluff	\$100.00 plus tax
<b>Brigham City</b>	<b>\$90.00 plus tax</b>
Bryce Canyon City	\$90.00 plus tax
Cedar City	\$80.00 plus tax
<b>Duchesne</b>	<b>\$100.00 plus tax</b>
Ephraim	\$80.00 plus tax
<b>Escalante</b>	<b>\$85.00 plus tax</b>

<b>Fillmore</b>	<b>\$85.00 plus tax</b>
Green River	\$110.00 plus tax
Heber City	\$85.00 plus tax
<b>Hurricane</b>	<b>\$95.00 plus tax</b>
<b>Kanab</b>	<b>\$95.00 plus tax</b>
Layton	\$90.00 plus tax
La Verkin	\$85.00 plus tax
<b>Logan</b>	<b>\$95.00 plus tax</b>
Mexican Hat	\$90.00 plus tax
<b>Moab</b>	<b>\$150.00 plus tax</b>
<b>Monticello</b>	<b>\$100.00 plus tax</b>
<b>Nephi</b>	<b>\$95.00 plus tax</b>
Ogden	\$95.00 plus tax
Park City / Midway	\$110.00 plus tax
<b>Payson</b>	<b>\$85.00 plus tax</b>
<b>Price</b>	<b>\$95.00 plus tax</b>
Provo / Orem / Lehi / American Fork / Springville	\$85.00 plus tax
Roosevelt	\$90.00 plus tax
Salt Lake City Metropolitan Area (Draper to Farmington), Tooele	\$100.00 plus tax
Springdale	\$85.00 plus tax
<b>St George</b>	<b>\$90.00 plus tax</b>
Torrey	\$95.00 plus tax
Tremonton	\$90.00 plus tax
Vernal	\$95.00 plus tax
<b>Washington</b>	<b>\$95.00 plus tax</b>
All Other Utah Cities	\$75.00 plus tax

State employees traveling less than 50 miles from their home base are not entitled to lodging reimbursement. Miles are calculated from the traveler's home base. Please refer to the policy defining home base (FIACCT 10.02-00 Reimbursement – General Policies (A)). An Executive Director may use discretion to authorize reimbursement for lodging if the agency determines lodging is reasonable and in the best interest of the state. For example, if the employee 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. Written Executive Director authorization must be included with documentation for reimbursement.

5. When the State of Utah pays for a person from out-of-state to travel to Utah, the in-state lodging per diem rates will apply.
6. For out-of-state lodging at a non-conference hotel, the state will reimburse 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 (see [www.gsa.gov](http://www.gsa.gov)). These reservations must be made through the State Travel Office.
7. 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 where the department/traveler makes reservations through the State Travel Office. If lodging is not available at the allowable per diem rate in the area the employee needs to stay, the State Travel Office will book a hotel with the best available rate. In this circumstance, the employee will be reimbursed at the actual rate booked.

If an employee chooses to stay at a hotel that costs more than the allowable per diem rate, the employee will only be reimbursed at the allowable per diem rate plus tax and any mandatory fees charged by the hotel. **These instances will be audited 100% by the State Finance Post-Auditors.**

8. Lodging is reimbursed at the rates listed above for single occupancy only. For double state employee occupancy, add \$20, for triple state employee occupancy, add \$40, for quadruple state employee occupancy, add \$60.
9. Exceptions will be allowed for unusual circumstances when approved in writing by the traveler's Executive Director or designee **prior to the trip**. For out-of-state travel, the approval may be on the Request for Out-of-State Travel Authorization, form FI 5. For in-state travel, the approval may be on form FI5\_IS - Request for In-State Travel Authorization. If not documented on an FI 5 or FI5\_IS, you must attach the written approval to the Travel Reimbursement Request, form FI 51A, FI 51B, FI 51C, or FI 51D or as an attachment in ESS Travel.

**B. Lodging Receipt** – 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 motels and hotels which includes the following information:
  1. Name of motel/hotel
  2. Street address of motel/hotel
  3. Town and state of motel/hotel
  4. Telephone number of motel/hotel
  5. Current date
  6. Name of person or persons staying at the motel/hotel
  7. Date(s) of occupancy
  8. Amount and date paid
  9. Number in the party
  10. Occupancy (single, double, triple, or quadruple)

**C.** When lodging is required, travelers should stay at the lodging facility nearest to the meeting/training/work location where state lodging per diem rates are accepted in order to minimize transportation costs.

- D. **Lodging with Airbnb (and related services)** – For in-state travelers using services like Airbnb , direct bookings are allowable if the rates are within the rates listed for the city/region of travel above. If the in-state rates are unavailable, you must arrange lodging through State Travel. Any out-of-state bookings with Airbnb must be coordinated through State Travel.
- E. **Other Lodging Arrangements** – Travelers may elect to stay with friends or relatives or use their personal campers or trailer homes instead of staying in a motel/hotel. With proof of staying overnight away from home on approved state business, the traveler will be reimbursed as follows:
- ◆ \$25.00 per night with no receipts required, or
  - ◆ Actual cost up to \$40.00 plus tax per night with a signed receipt from a facility such as a campground or trailer park, not from a private residence.
- F. **Lodging for Long-Term Travel** – Long-term travel is defined as an assignment away from the employee’s home base for longer than 90 days. The 90-day limit includes travel to and from home on weekends. If the Executive Director has implemented this policy for his/her department, then employees on assignment for longer than 90 days will be reimbursed as follows:

*In-State Travel*

- ◆ First 30 days – Follow regular travel rules for lodging and meals. Lodging receipt required.
- ◆ After 30 days – \$46.00 a day for lodging and meals. No receipts required.

*Out-Of-State Travel*

- ◆ Not applicable.