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UTAH DEPARTMENT OF GOVERNMENT OPERATIONS

State of Utah

Travel Training, FY'23

Tami Nelson
State Travel Program Manager
June 28, 2022

State Travel Office

- Tami Nelson, State Travel Manager, taminelson@utah.gov

Contracted Travel Agents:

- Lanea Blosser , lblosser@Utah.gov
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- Venessa Alvey , valvey@Utah.gov
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- Main email address, statetravel@Utah.gov



State Travel Contracts

- Christopherson Business Travel
- Delta Airlines, Southwest Airlines
- Enterprise, National, Hertz
- Enterprise Commercial Trucks
- U.S. Bank

- In-State and NASPO ValuePoint Nation -Wide Lodging Programs



State Travel Website

- <https://finance.utah.gov/state> -travel -a-2/
- Contact Information
- Contract Information
- Policy Information
- Much more!



Travel Reimbursement

General Policies FIACCT 10 -02.00

- Definition: Home Base
- Prior Approval: In -State, Domestic (mainland 48 states), Alaska, Hawaii, U.S. Territories, Executive Directors.
- Travel Agency
- Travel for Contractors: State employee main point of contact must work with State Travel, not the Contractor.
- Purchasing Cards Use for Travel Expenses (not mandatory, may not be used to purchase meals).
- Business Travel Accounts
- Personal Time Before/After a Business Trip



Travel Advances

FIACCT 10-02.01

- 90% of Anticipated Meals and Incidentals
- 90% of Lodging Available to Employees Who Travel Less Than 3 Times Per Year if Approved by the Executive Director/Designee
- Not Available for Rental Cars



Travel Reimbursement Procedure

FIACCT 10-02.02

- Use Appropriate Form. All Forms Accessible Via the Division of Finance's Website, finance.Utah.gov

- Third Party Reimbursements:
Must Make All Travel Arrangements Through State Travel Unless the Third Party is Booking the Travel AND Paying the Vendors Directly. A Personal Credit Card May Not Be Used to Pay for Airfare.

- Meals May be Reimbursed at the Federal Per Diem Rates.



Travel Reimbursement – Meals

FIACCT 10-02.03

- In-State: \$13/\$15/\$26 = \$54
- Out -of-State: \$13/\$15/\$26 = \$54
- Premium Cities: \$71/\$61
(With Original Itemized Receipts)
- International Travel: Follow Federal Per diem Rates
(With Original Itemized Receipts)
- Non Over -Night Meal Allowance (Taxable)
- Continental Breakfast vs. Full Breakfast
- P-cards can be used for meals when traveling overnight, but it is not recommended. They should not be used to pay for meals for non -overnight trips since they are taxable.



Travel Reimbursement – Lodging

FIACCT 10-02.04

- Conference Hotels – actual cost plus tax. Can make reservation on own. A conference hotel is a hotel that offers a special rate negotiated by the conference. The conference itself does not need to be held at that hotel. For reimbursement purposes, literature showing the conference rate must be included. Encouraged to stay at a hotel close by if the conference rate is high (must be booked by state travel if not staying at the conference hotel).
- For registration fees, if the cost is \$5000 or more , the form “Award of Contract without Engaging in a Standard Procurement Process” must be filled out and signed by the Chief Procurement Officer. The form can be found at purchasing.utah.gov under “Purchasing Forms”. The form will be the bottom one. Once completed and signed attach to the reimbursement documents. This is not required for professional organizations or government agencies.



Travel – Reimbursement – Lodging

FIACCT 10-02.04

In-state Hotels - **\$75** plus tax except for hotels listed in chart. New rates for FY '23 can be found on the State Travel website, in the policy FIACCT 10-02.04 and in the FindIt Guide. Rates are for single occupancy. Add \$20 per additional person. Booking through State Travel is **HIGHLY** recommended. **VERIFY RATE if booking with hotel directly**. Government rates are to be used for official business travel only.

Out-of-State Hotels – **Must** be booked through State Travel unless it is a conference hotel. Federal per diem guidelines are followed.

For In-State, travelers are only eligible for lodging if the destination is **50 miles or more** from their home base unless **pre -approved** by their Executive Director or Designee.

\$25 without receipts and up to \$40 plus tax with receipts for staying somewhere other than a hotel (such as a campground).



Travel – Reimbursement – Incidentals

FIACCT 10-02.05

- Receipts only needed for incidental expenses of \$20 or more, unless using a Pcard. For lost receipts when using a Pcard, you must fill out a lost receipt form. The form can be found on the Division of Finance's website. Must be signed by the Division's finance person and the Director of Finance.
- The maximum reimbursable amount for airport parking is the economy long term parking lot rate at the airport the traveler is flying out of.
- Premium seating is allowed if pre-approved by the Executive Director/Designee.
- Tips: Maximum is \$5/day. Exception: Tips for a taxi or ride share company may be tipped \$5.00 or up to 18%.



Travel – Reimbursement – Incidentals

FIACCT 10-02.05

- Registration Fees: Can be paid via a State check, personal credit card or a Pcard. If the cost is \$5000 or more, the form “Award of Contract without Engaging in a Standard Procurement Process” must be filled out and signed by the Chief Procurement Officer.
- Personal Phone Calls: \$2.50/day up to four nights. Actual amount up to \$20 for 5-11 nights. Actual amount up to \$30 for 12-30 nights. More than 30 nights, start over.
- Laundry: \$18 for trips in excess of six days.
- Miscellaneous: \$5/day beginning the 7th day.



Travel – Reimbursement – Transportation

FIACCT 10-02.06

- All commercial transportation MUST be booked through the State Travel Office (air, car, train, bus, etc.)
- Must use our contracted carriers unless another airline has a lower fare or schedule that better meets the State's business need. This is regardless of funding source.
- Same day changes: May be paid directly by the traveler with approval from the Executive Director/Designee, not to exceed \$75.
- Vouchers are the property of the State.



Travel – Reimbursement – Transportation

FIACCT 10-02.06

- If electing to drive a personal vehicle out of the state vs. driving, a driving vs. flying comparison must be obtained from Tami Nelson in State Travel. The compares the transportation costs only. Agencies must consider the overall cost of driving, including lodging and hotels before approving
- The link can be found on the travel website. This is only required for out-of-state travel.
- Reimbursements will be limited to the lowest cost of flying, driving a personal vehicle, or renting a vehicle.
- For In-state travel, the link to the rental car vs. personal vehicle comparison form can be found on this link:

<https://fleet.utah.gov/motor-pool-a/demand-motor-pool/personal-vehicle-vs-rental-vehicle/>

**** Exceptions to this portion of the policy may be giving, in writing by the department's Executive Director/Designee**



Travel – Reimbursement – Transportation

FIACCT 10-02.06

- The rate for a personal vehicle is .44/mile or .62/mile if a state vehicle and an Enterprise daily pool rental is not reasonably available. (Rates go into effect 7/1)
- All rental cars must be booked through the online reservation form for in-state direct billed reservations with Enterprise. All non-direct billed rental cars must be booked through the State Travel Office. Requests are only worked on Monday through Friday from 8am to 5pm.
- Book as far in advance as you can due to vehicle shortages.
- Renting electric scooters is not allowed due to safety concerns.



Division of Aeronautics

□ FLY UTAH Scheduled Flight Program

- On August 1st, 2022, state employees on the Wasatch Front will be able to book regular flights to: St. George, Moab, Cedar City, Vernal, Richfield, Price, Logan, and Kanab.
- Regular flights on Tuesday, Wednesday, and Thursday
- Same-day travel and return
- Price set to destination and does not fluctuate
- You may reserve one to eight seats as needed



Division of Aeronautics

Fly Utah Quarterly Pricing and Flight Schedule								
City	St. George	Moab	Cedar City	Vernal	Richfield	Price	Logan	Kanab
Cost	\$ 370.00	\$ 295.00	\$ 325.00	\$ 230.00	\$ 200.00	\$ 170.00	\$ 155.00	\$ 325.00
Dates	2-Aug 10-Aug 18-Aug 23-Aug 1-Sep 6-Sep 14-Sep 22-Sep 27-Sep 6-Oct 11-Oct 19-Oct 27-Oct	3-Aug 16-Aug 7-Sep 20-Sep 12-Oct 25-Oct	4-Aug 17-Aug 8-Sep 21-Sep 13-Oct 26-Oct	9-Aug 31-Aug 13-Sep 5-Oct 18-Oct	11-Aug 15-Sep 20-Oct	24-Aug 28-Sep	25-Aug 29-Sep	30-Aug 4-Oct



Division of Aeronautics

□ FLY UTAH – Advantages

- Saves money on hotel costs and rising gas prices
- Prepare for your meetings in-flight
- Allows for multiple team-members to attend meetings
- Enables more frequent visits to rural areas
- Travelers are home by 5:00 pm

□ Booking Information

- <https://site.utah.gov/connect/flight-scheduling/>
- Greg Peterson: ggpeterson@Utah.gov
- Text or Call: 801-403-8423



Rental Car Fuel Payment Options

- Pcard
- Personal Credit Card
- Reimbursement is done on form FI -51A, FI-51B or via ESS. (original receipt required)
- Must return tank full of fuel (or at same level as when picked up), per contract. Per policy, you may not accept the fuel purchase option (pre -payment).



Unused Tickets

- ❑ Christopherson Travel has a program called AirBank that keeps track of all unused tickets and their expiration dates.
- ❑ The reservation system, Worldspan, pulls that data from AirBank and alerts the agents when they book a trip for someone that has an used ticket.
- ❑ Due to COVID -19, many airlines are waiving the change fees and also extending the expiration date of the unused tickets. Updates happen constantly so the agents will let you know current rules.



Travel Insurance

- ▣ Recommended Travel Insurance available through the Division of Risk Management.
- Complete information can be found on State Risk Management's website:

<http://www.risk.utah.gov/travel-insurance.html>



Booking Procedures

- Contact agents for quotes at statetravel@Utah.gov or 800 -367-3230.
- Complete the out-of-state authorization request form FI -5 and include the appropriate signatures and documentation.
- If using ESS, enter the information and upload supporting documentation. For divisions that used to be within DAS, email the documents to govopstravel@Utah.gov. That goes to Tami Nelson to enter the information into ESS.
- Once approved, contact the agents again to book the travel for you.
- There is also an online reservation request form that goes to the agents and can be used to obtain quotes and book travel. Here is the link that can be found on the State Travel Website:
 - <https://legacy.cbtravel.com/business/request/state/>



Travel – Group Gatherings

FIACCT 10-04.00

There is an in-depth training video available via this link:

<https://purchasing.utah.gov/wp-content/uploads/State-Travel-Group-Gathering-1.mp4>



Travel Training Fiscal Year 2023

- Thank you!!!
- For any questions, please contact:
- Tami Nelson , taminelson@Utah.gov or 385 -214-7352

