

Internal Policies and Procedures of the Utah State Board of Education
Policy #01-02
Subject: Travel & Expense Reimbursement
Effective Date: 7/01/2020 Revision Date: 9/21/2020
Purpose: The Utah State Board of Education ("USBE", "Agency") has adopted these Travel & Expense Reimbursement Policies and Procedures ("policies" and "procedures") to ensure that travel and other expenses incurred by USBE's employees, board members, and others (collectively referred to as "travelers" throughout this policy) who incur expenses in relation to USBE employment or business, are: <ul style="list-style-type: none">• Consistently requested, documented, and approved;• Related to USBE reasonable and appropriate business purposes only; and,• Processed utilizing a consistent and well-controlled process.
Scope: These policies apply to all employees, board members and others ("travelers") who incur travel or other expenses on behalf of the USBE for business-related purposes. In order for any expense to be reimbursed, it must be requested, documented, and approved in accordance with the detailed policies and procedures described below. <i>Throughout this document, words like "must" and "should" are used. When the term "must" is used, no group or individual has the authority to deviate from the specific policy or procedure. The term "should" is used to convey that individuals are expected to follow the policy and procedures as written and are required to justify any deviations. Deviations should only occur when the specifics of the situation justify a reasonable departure from the recommended policy and procedures.</i>
References: The following additional resources should be referenced in conjunction with this policy: <ul style="list-style-type: none">a. Utah Administrative Code, Title R25. Financeb. Utah Administrative Code:<ul style="list-style-type: none">i. Title 63A-3-106: authorizes the Division of Finance to make rules governing meeting per diem and travel expenses for board members attending official meetings.ii. Title 63A-3-107: authorizes the Division of Finance to make rules governing in-state and out-of-state travel expenses.c. State of Utah Accounting Policies FIACCT 05 (Payments)d. State of Utah Accounting Policies FIACCT 10 (Travel)

Definitions:

The definitions below define standard wording referred to throughout the USBE Policies and Procedures, and apply to all instances where a word/phrase is used.

- **Conference**: A meeting, retreat, seminar, symposium or event that involves USBE employee travel. It also applies to training activities that are conferences.
- **Department or Section**: A Department or Section within the USBE.
- **Financial Operations**: The section at USBE responsible for accounting and financial functions.
- **ESS Travel**: The travel module with the Employee Self-Serve (ESS) system.
- **Home Base**: The USBE offices, located at 250 East 500 South, Salt Lake City, Utah 84111-4200. This is applicable unless other arrangements have been approved, in advance, by the Superintendent or other designee.
- **Round Trip Commute**: The mileage that an employee drives from their home to get to, and return from, the USBE office (“home base”).
- **Section Travel Specialists**: Designated employees within USBE Sections that are assigned certain travel-related responsibilities, such as performing data-entry in the ESS Travel system and assisting with other travel-related administrative functions. These employees are designated at the Section-level.
- **State Visa Travel Card (SVTC)**: An SVTC is a payment card (i.e. P-card or Purchasing card) that may be used for payment of official state business travel expenses, such as lodging or rental cars, with the exception of meals. The SVTC acts as a “P-card” for travel-related purchases. An SVTC is available for personnel that travel more than three times per year. Refer to the Procurement Policies and Procedures for more information on the requirements to obtain and utilize an SVTC.
- **State Travel Office**: The Office of the State responsible for State travel responsibilities, which is within the State of Utah’s Division of Fleet Operations.
- **Traveler**: For purposes of this policy, “traveler” means any person (employee, board member or other individual) who is traveling on behalf of USBE business and being reimbursed for travel expenses.
- **Travel Coordinator**: USBE Budget Officers, who have been designated by USBE Financial Operations, to have certain approval authorities and responsibilities in the travel and expense reimbursement process, as defined in this policy.
- **Utah Division of Finance**: A division under the State of Utah’s Department of Administrative Services.
- **USBE Purchasing**: The function within the Financial Operations Section that manages the purchasing function.
- **Visa Business Travel Account (BTA)**: A State account that must be utilized for purchasing ALL airline tickets for any USBE-related travel.

POLICIES

A. General Travel Policies

1. The USBE will reimburse travelers for all reasonable and necessary expenses that are incurred while conducting USBE business, with the intent that travelers should neither lose nor gain financially as a result of conducting USBE business.
 - a. A necessary expense is one for which there is a clear business purpose that is within policy limitations.
 - b. A clear business purpose contains all information necessary to substantiate the expenditure including how the expenditure benefited USBE.
 - c. Prudent spending is an important part of USBE's culture, and travelers are expected to use common sense and good judgment to control travel and other expenses.
2. Use of Travel Rewards: The use of travel rewards programs (i.e. hotel and airline points) by travelers is permitted, and the rewards earned from USBE-related travel may be used by travelers for personal benefits. However, travelers are prohibited from making any travel decisions that are not favorable to USBE in order to gain more or better rewards. State policy should be referenced for any potential restrictions related to rewards programs.
3. Delegation of Authority: Delegation of approval authority, is permitted, unless specifically prohibited within this policy. The delegation must be done in writing, include the delegator, the person being delegated to, and the approval authority being assigned. The written request of delegation must be submitted to Financial Operations for pre-approval by the Superintendent, and if approved, for inclusion on the Delegation List. All delegations included on the Delegation List are reapproved annually.
4. Monitoring: All Supervisors approving travel requests and expense reports are responsible for monitoring their employee's travel to ensure that it is reasonable, appropriate, and beneficial to USBE. Any indications of abuse, such as unnecessarily traveling to USBE's expense for personal gain, must be reported to the appropriate level of authority immediately.

B. Travel Request Policies

1. All travel requested must be formally documented by the requesting employee (i.e. the traveler) in accordance with the documentation requirements and timelines presented in this policy.
 - a. For in-state, overnight travel requests, the employee is responsible for submitting the In-State, Overnight Travel Request in the ESS in enough advance to ensure that required approvals can be obtained prior to the travel date.
 - b. For out-of-state travel, the initial manual request must be submitted at least 45 days prior to the date of travel to allow for the approval and travel scheduling process to occur.
 - c. Any requests that are not submitted within the timeline requirements of this policy must include the reason the timeline was not adhered to.
2. A Section Travel Specialist will be assigned within each Section to assist with the travel process. The Section Travel Specialist will be assigned data-entry access rights in the ESS system for

their assigned travelers, however, this does not allow them to submit travel for approval, which is the responsibility of the traveler.

C. Travel Request Approval Policies:

1. In-State, Overnight Travel Approval Requirements: The request is submitted through the ESS system and must be approved by the Supervisor, Travel Coordinator, Section Director (if other than the Supervisor). All approvals must be obtained **prior** to the date of travel.
2. Out-of-State Travel Approval Requirements: For all out-of-state travel requests, the Section Accountant and the assigned Deputy Superintendent's approval must be obtained, **prior** to initiating the electronic approval process in the ESS system. Once approved, the request may be initiated through the ESS system and requires the employee's Supervisor, Travel Coordinator, Section Director's (if other than the Supervisor), and the State Superintendent approval.

D. Travel Scheduling Policies

1. After a travel request is properly approved in the ESS system, travelers are permitted to schedule their lodging and registration. Travelers are only allowed to schedule their lodging and registration prior to all approvals being obtained in situations where there is no cancellation fee or other charge for the accommodations.
2. Air Travel: All airline travel arrangements must be processed through the State Travel Office utilizing the Visa Business Travel Account (BTA). Travelers are permitted to book their own in-state air travel, or may use the Section Travel Specialist; however, all out-of-state air travel must be booked by the Travel Coordinator.

E. Travel Advance Policies

1. Travelers are eligible for up to a 90% travel advance for lodging and meals expenses for out-of-state travel, subject to limitations presented in this policy.
2. An employee is limited to receiving 3 advances in any fiscal year and is not permitted to receive an advance if another travel advance is still outstanding.

F. Travel Expense Report Policies

1. A Travel Expense Report must be completed and submitted no later than 45 days after the return from travel. Any expenses submitted subsequent to the 45-day requirement may not be reimbursed. Reimbursement requests that include an advance must be submitted and approved within 30 days.
2. All expenses that are requested for reimbursement must be supported by an itemized receipt or other sufficient documentation.
3. Reimbursements will not be made for expenses that are not properly supported, not in compliance with this policy, related to travel that is not for a clear USBE business purpose or not approved by the appropriate level.

PROCEDURES

A. General Travel Procedures

1. Acceptable travel purposes include:
 - a. Performing site visits;
 - b. Attending business meetings;
 - c. Attending conferences or trainings; and,
 - d. Performing program reviews.

While this is not a complete listing of acceptable travel purposes, it should be used as a guide for travelers in assessing whether a potential reason to travel is justified and consistent with the examples presented here. Travelers should consult with their Supervisor if they are not sure if a travel reason meets the requirements of an acceptable travel purpose.

2. During the travel request and approval process, the traveler will be asked to document the business need for the travel and show that due diligence has been performed to assess the necessity of the travel such as whether attending in person is necessary, if required trips could be combined to reduce costs, and other considerations that are reasonable in evaluating the travel costs and need. Overall, travelers are encouraged to do the right thing when it comes to requesting travel in order to promote the efficient and effective use of USBE resources.

B. Travel Request Procedures

1. Travelers are encouraged to discuss upcoming travel needs with their immediate Supervisor, prior to initiating the travel request process. This helps to ensure that the Supervisor is aware of upcoming travel needs and expects the request to be submitted for approval. This discussion on the front-end of the process helps to ensure that the need has already been verbally approved and that the Supervisor agrees with the business purpose of the trip and that appropriate due diligence has been performed by the employee before the request is created.
2. Travel Requests –Dependent on whether the requested travel is in-state (day-travel or overnight) or out-of-state, the request timeline and documentation requirements vary, as presented below.
 - a. *In-State Day-Travel (Non-Overnight)*: While formal documentation of the travel request and approval process is not required, travelers are required to inform their Supervisor of the travel, prior to the date of travel. The Supervisor’s approval for day-travel will be documented after the travel during the Travel Expense Report process described below. However, if the day travel relates to a conference or training, an approved Purchase Requisition Form (RQSE) will be required, in accordance with the procedures in this policy and in the Procurement Policies and Procedures.
 - b. *In-State, Overnight Travel Requests*: For in-state, overnight travel requests, the employee or the Section Travel Specialist will use the ESS system to initiate an In-State Overnight Travel Request and electronically attach all supporting documentation (price quotes, estimates, justification memo for late requests, etc.). At a minimum, the following must be documented on the request:
 - i. Date and time of the requested travel.

- ii. Business purpose including a description of point of the travel (i.e. the conference, training, site visit) and the overall benefit expected to be gained from attending.
 - iii. Mode of transportation (i.e. personal vehicle, fleet vehicle, etc.).
 - iv. Estimated cost including mileage or gas, parking, meals, etc. as allowed for within this policy.
 - v. State the business justification and purpose of the travel in the comments section.
- c. *Out-of-State Travel Requests:*
- i. Plan for Travel: Out-of-state travel must be requested 45 days prior to the travel date. This timeline allows for the approval process to occur, while still ensuring that travel can be scheduled in enough advance that allows for the best available pricing to be obtained. The employee researches travel options, and estimated costs, for the upcoming trip. The Section Travel Specialist can be utilized as a resource for gathering estimates and supporting documentation for those estimates. The employee is responsible for accumulating all required information including:
 - Destination location
 - Date and time leaving home base
 - Date returning and time arriving back to home base
 - Business purpose including a description of point of the travel (i.e. the conference, training, site visit) and the overall benefit expected to be gained from attending.
 - Dates in which the conference, training or other activities will occur
 - Estimated expenses for the categories below:
 - 1) Transportation costs such as airfare, State's service fee, parking, taxis, etc. For airfare, the employee will provide departure and arrival dates/times to the State Travel Office and obtain flight options and estimated costs. A minimum of three quotes from State Travel should be included as support.
 - 2) Lodging (hotel) – any support showing the cost difference and justification for staying at a conference hotel versus a non-conference hotel should be included.
 - 3) Registration (for conference, training, etc.), if applicable
 - 4) Meals or other incidentals expected – Travelers should consider all possible incidentals that may be incurred to avoid significant variances between estimated and actual travel expenditures. If certain travel expenses are unknown, travelers are encouraged to build in an allowance to accommodate extra expenses during the request process so that approvers are aware of the true potential cost of the travel.
 - A completed [FI-48](#) form if a travel advance is being requested
 - ii. Complete USBE Request for Out-of-State Authorization Form: The traveler will submit the information above in the most efficient means possible (memo, email, etc.) to their assigned Section Travel Specialist, along with any supporting documentation to support the business purpose of the travel and the estimated expenses, such as the

airline quote(s) from the State Travel Office online price printouts, rate quotes, or registration forms. The Section Travel Specialist is responsible for completing the manual [FI-5 USBE Request for Out-of-State Travel Authorization](#) form.

- d. *Justification Memo for Late Requests*: Any requests that are not submitted within the timeline requirements presented above must include the reason the timeline was not adhered to (i.e. reason that the request was submitted late). A memo must be completed for all in-state, overnight requests not completed prior to the travel date and for all out-of-state travel requests not submitted 45 days prior to the date of travel. The memo must document the circumstances that prevented the employee from adhering to the timeline requirements of this policy. The memo must be attached to the ESS In-State Overnight Travel Request or the manual [FI-5 USBE Request for Out-of-State Travel Authorization](#) form. If out-of-state travel is requested two weeks or less before the date of travel, the Travel Coordinator should be notified by the employee or Section Travel Specialist, via email, as soon as the initial request is known, to help ensure the rush request can be processed.

C. Travel Request Approval Procedures

1. In-State, Overnight Travel Approval Requirements: Once an employee submits the In-State, Overnight Travel Request in ESS, it must go through the approval process, prior to the date of travel, based on the workflow presented below:

Type	ESS Approval Workflow
In-State, Overnight Travel Request	Employee > Supervisor > Travel Coordinator > Section Director

Expenses incurred for travel that were not pre-approved may be rejected for reimbursement.

2. Out-of-State Travel Approval Requirements:
- a. *FI-5 USBE Request for Out-of-State Travel Authorization*: Once the FI-5 USBE Request for Out-of-State Travel Authorization form is completed, the Section Travel Specialist performs the following to finalize the manual form:
- i. Prints the [FI-5 USBE Request for Out-of-State Travel Authorization](#) form, and the narrative provided by the employee for the business purpose of the trip, to PDF.
 - ii. Electronically (email) or manually delivers the request to obtain the following approval signatures on the manual form:
 - The Section Accountant.
 - The assigned Deputy Superintendent.
 - iii. Scans the final form, with the Section Accountant and the assigned Deputy Superintendent approvals, with all supporting documentation (estimates, memos, etc.) into a single PDF file.
- b. *ESS Out-of-State Travel Request Creation*: The Section Travel Specialist will electronically initiate and create the Out-of-State Travel Request in the ESS system, and attach the PDF

packet to support the request and initiate the ESS approval workflow. In the event the Section Travel Specialist is not available to create the request in the ESS system, the Travel Coordinators will serve as backup. Travelers requesting travel will not be permitted to create an Out-of-State Travel Request in the ESS system.

- c. *ESS Out-of-State Travel Request Approval Workflow*: All travel requested must be formally approved by all approvers prior to scheduling travel unless an exception has been documented and approved or unless specifically allowed for within this policy. The request will be sent for approval based on the ESS approval workflow below:

Type	ESS Approval Workflow
Out-of-State Travel Request	Employee > Supervisor > Travel Coordinator > Section Director > State Superintendent (or designee)

- 3. If an approver serves in multiple roles in the workflow (Supervisor, Section Director, or State Superintendent or Designee) they will only be required to approve the travel request once in the workflow which will count for both roles.
- 4. Travel Approval Responsibilities: The approvers of employee travel requests have specific responsibilities to consider when granting travel approvals. These specific considerations and responsibilities are presented on the following page, and when a related approval is granted, the approver is signifying that they accept the responsibilities of approval described.

Approver (Format of Approval)	Approval Responsibility
Employee (Manual Signature and ESS)	<p>By initiating a travel request, the employee is taking responsibility that they believe the travel is necessary and for a valid business purpose, they have researched the most economical cost and estimated those costs as accurately as possible, and they have considered reasonable alternatives (i.e. combining trips, performing remotely, etc.).</p> <p>If a request is submitted subsequent to 45 days prior to the out-of-state travel date or on/after the date of travel for in-state, the employee has documented the justification and is certifying that the justification is true and reasonable in the situation. The employee is also authorizing the dates and times of travel documented are true and accurate.</p>
Supervisor (or another designated approver) (ESS)	<p>Approval signifies that they have reviewed the business purpose and believe it is reasonable and necessary, it is in line with the business objectives, the estimated cost is in line with the budget for the section, and the employee travel is approved at the section level.</p> <p>If a request is submitted subsequent to 45 days prior to the out-of-state travel date or on/after the date of travel for in-state approval signifies that the Supervisor has verified that the justification is documented on the form and that justification is reasonable and approved.</p>
Travel Coordinator (ESS)	<p>Approval signifies that they have reviewed the request and ensured that all required supporting documentation is attached, that all manual approvals were obtained, and that the travel and documentation is in compliance with these policies and procedures. Any conference or training registration identified will be initiated in accordance with the procedures below. If a travel advance is being requested via a completed FI-48 form, compliance with policy will be confirmed.</p>
Section Director (ESS)	<p>If the original supervisor approving is not the Section Director, the Section Director must approve to acknowledge that they are aware of the travel and approve it.</p>
Section Accountant (Manual Signature)	<p>Verifies the account coding is correct and that there is budget availability for the travel.</p>
State Superintendent/Designee	<p>Approves all out-of-state overnight travel in ESS, in compliance with State policy.</p>

D. Travel Scheduling Procedures

1. After required approvals are completed in the ESS system, the employee will receive an email indicating their travel has been approved. At this point, the employee is permitted to schedule their travel, lodging, and registration. Travelers are only allowed to schedule lodging and registration prior to all approvals being obtained in situations where there is no cancellation fee or other charge for the accommodations. If an employee schedules travel related

reservations prior to all approvals and a cancellation fee or other charge is incurred due to a denial of travel approval, the employee will not be reimbursed.

2. Travelers are required to setup a [Travel Profile](#) with the State Travel Office allowing them to setup their travel preferences and other travel information. When setting up a profile, travelers will have the option to input their personal credit card information, for the booking of lodging and out-of-state rental cars, or a State Visa Travel Card (SVTC).
3. Air Travel: The State requires that a Visa Business Travel Account (BTA) be used for the purchase of all airline tickets. Tickets charged to the BTA are billed back to the account holder (section, division, etc.) on a monthly basis. Reimbursements will not be made if an employee's personal credit card is used in lieu of the BTA. After the travel request is approved, the air travel is booked according to the following specific information:
 - a. *In-State Travel Flights*: In-state airline tickets are booked by the Section through the State Travel Office utilizing the ESS system approved number or an assigned ED. An ED is a document number provided by the State Superintendent and Deputy Superintendents' Administrative Assistants when the travel request is not required to be submitted through the ESS system, and it provides approval to book a flight. The Section Travel Specialist can be utilized to coordinate scheduling flights through the State Travel System, or the employee can schedule it themselves.
 - b. *Out-of-State Travel Flights*: The traveler will receive an email notification from ESS when the request is approved and must forward this email to the Travel Coordinator who then can formally book the flight through the State Travel Office. The Travel Coordinator will schedule the flights for the employee, and the employee will receive an itinerary showing the flight scheduled.
 - c. *Flight Selection*:
 - i. Fare Selection: The lowest cost fare for a restricted, non-refundable electronic ticket within a 2-hour window either side of requested departure or arrival time, should be selected. Reservations should be made at least 21 days in advance to obtain the lowest fares, unless an exception has been approved, as described above.
 - ii. Flight Itinerary: Travelers should take a connecting flight if the total time of the flight is less than 3 hours longer than a non-stop flight and the cost of the connecting flight is \$200 or less.
 - iii. Return: Travelers should try to find acceptable flight arrival times back to Salt Lake City (SLC) versus staying an additional night out-of-town, if possible.
 - d. *Air Travel Related Fees*:
 - i. Change Vouchers: Travelers should never volunteer to change their flight when traveling on State business. Vouchers given to travelers while on State business are the property of the State and must be given to the Travel Coordinator to be used towards another flight for State business.
 - ii. Unused Tickets: Unused airline tickets are to be returned to the travel agency (through the State Travel Office) for future travel credit.
 - iii. In-Flight Wi-Fi: Travelers will be reimbursed for reasonable expenses related to inflight Wi-Fi with documented business justification.
 - iv. Baggage Fees: Travelers will be reimbursed for reasonable expenses related to baggage fees for one (1) bag. Excess baggage charges are only reimbursable if the employee is

required to carry USBE materials or if the trip is in excess of 5 days. Travelers should review the airline's carry-on baggage allowances in advance of travel to avoid late checked-bag fees.

- v. Airport Parking: Airport parking is reimbursable at the current long-term parking rate at the SLC airport, regardless of where you park.

- e. *Flight Changes/Cancellations*: Any changes or cancellations of existing flights should be reported as soon as possible. When air travel is originally scheduled through the State Travel Office, there is a 24-hour window to make changes (i.e. name corrections, name spelling, information that did not match the [FI-5](#), etc.). Changes in flight can also be made, when necessary, for valid business purposes. In all cases where an additional fee is going to be incurred for a change/cancellation, the employee must obtain prior approval from their Supervisor. For changes subsequent to that 24-hour window:
 - i. In-State: The employee or the Section Travel Specialist will process the change/cancellation.
 - ii. Out-of-State: The Travel Coordinator will process the change/cancellation. If a change is necessary while traveling after hours, the employee must contact the State Travel Office through the after-hours State Travel contact number on their itinerary.

- 4. Lodging: Travelers who travel on State business may be eligible for a lodging reimbursement, subject to the requirements identified below. The Section Travel Specialist may be utilized to assist in scheduling lodging.
 - a. *Choice of Lodging*: 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.
 - i. Conference Hotel: If the traveler is using the conference hotel, they may make their own reservation. Documentation that the conference rate was obtained will be required for reimbursement. If the conference rate is not available, the traveler must go through the State Travel Office to confirm their reservation.
 - ii. Non-Conference Hotel: If a traveler cannot obtain a per diem rate for a non-conference hotel, the traveler must call the State Travel Office to secure a reservation. Travelers may not demand a certain hotel.

 - b. *Booking Lodging*: If lodging is not available at the conference hotel, or at the allowable per diem rate in the area, the traveler needs to stay, the State Travel Office will book a hotel with the best available rate. In this circumstance, the traveler will be reimbursed at the actual rate booked. It is the traveler's responsibility to ensure they are charged the correct rate for the hotel.

 - c. *Upgrades and Other Fees*
 - i. Upgrades: Travelers may not be reimbursed for upgrades to any travel lodging without an exception in accordance with the State Travel Policy, Section C of [FIACCT 10-02.00](#). Any approval provided for upgraded accommodations must include a business justification for the upgrade. This documentation will be required for the processing of the expense reimbursement.

- ii. Other Fees: Travelers may be reimbursed for internet access fees (unless a mobile hot-spot has been provided) and hotel parking if it is required (excluding valet services, unless the only option).
 - d. Exceeding Per Diem Rate: If an employee chooses to stay at a hotel that costs more than the allowable per diem rate, and did not book through the State Travel Office, the employee will only be reimbursed at the allowable per diem rate, plus tax and any mandatory fees charged by the hotel.
5. Ground Transportation: Ground transportation shall be accomplished and reimbursed in accordance with the best interest of USBE. Travelers using an approved alternate method of transportation will be reimbursed only for the method that is in the best interest of USBE. Ground transportation expenses include, but are not limited to: mileage reimbursement, bus/taxi fares, rental cars, parking, train, Uber/Lyft, and tolls reasonably and necessarily incurred while conducting business on behalf of USBE. Personal use costs, such as transportation to restaurants, is not reimbursable.

Travelers traveling on behalf of USBE business should assess, during the travel request process, the most economical and reasonable mode of ground transportation for the planned travel. In normal circumstances, utilizing a fleet vehicle for in-state travel is the most economical; however, with prior approval and justification, the use of a personal or rented vehicle may be allowed, subject to this policy.

- a. Fleet Vehicle Use: Travelers traveling on State business should use a fleet vehicle, if available, unless the employee's Supervisor determines and provides in writing, in advance of travel, that the use of a fleet vehicle is clearly not the most efficient method of travel. USBE also has access to rental contracted vehicles, which for purposes of this policy, are considered fleet vehicles.

Travelers must comply with State policies, including the [Utah Administrative Code Title R27-3](#), the Division of Finance's State Vehicle Usage ([FIACCT 10-01.00](#)) and the Department of Human Services Appropriate Vehicle Use (01-12). Travelers must follow all applicable State laws, rules, and policies, and no USBE employee may operate a rental contracted vehicle without a valid driver license and Fleet Operator ID.

- i. Insurance and Liability: The State liability policy is only in effect while the employee is using the fleet vehicle or rental contracted vehicle for official State business. For this reason, personal use of the vehicle, including allowing friends or family members to ride in a fleet vehicle or rental contracted vehicle, requires the completion of a USBE Vehicle Special Use Request form. The State Travel Office is responsible for tracking license and insurance information.
- ii. Special Vehicle Special Use Request: A [USBE Vehicle Special Use Request](#) form must be completed manually and approved by the State Superintendent or their designee, for the following circumstances:
 - If choosing to take your personal vehicle, in lieu of using a State fleet or rental vehicle, reimbursements will be limited to the lower cost of driving a personal vehicle or renting a car, according to the cost comparison found at this link: <https://fleet.utah.gov/motor-pool-a/demand-motor-pool/personal-vehicle-vs-rental-vehicle/>

When travel is 100 miles or more round trip, the cost comparison sheet must be attached to the reimbursement.

- Parking a State or rental contracted vehicle at an employee's home over night.
- Allowing a non-USBE employee to ride in a State vehicle.
- Taking a State or rental contracted vehicle more than 25 miles outside of the Utah state line, except in cases where it is customary to travel out-of-state in order to perform an employee's regular employment duties and responsibilities.

The approved form must be scanned and attached to the corresponding travel request in the ESS system.

- iii. Taking Rental Vehicles Out-of-State: If the traveler is taking a rental car out of State, an approval memo from the State Superintendent or designee must also be included with the request. If travel time taken for driving during the employee's normal work week is greater than that which would have occurred had the employee flown, the excess time is forfeited by the employee.
 - iv. Personal Use of State Vehicle: As a general rule, the personal use of State vehicles is prohibited, however, there are some exceptions. These exceptions must be handled in accordance with State Policy ([FIACCT 10-01.00](#)).
 - v. Accidents: If a claim or an accident occurs during USBE business, regardless of the type of vehicle (State, rented, or personal), the employee must immediately notify the Utah Division of Risk Management.
- b. *App-Based Ride Share*: A traveler should not use a taxi/Uber/Lyft if a more economical mode is readily available (shuttle, bus, etc.). Taxi/Shuttle/Uber/Lyft to or from the SLC International Airport is not reimbursable unless prior written approval from the State Superintendent or designee is obtained.
 - c. *Driving Private Vehicle Instead of Flying*: Prior approval by the State Superintendent, or designee, is required for driving a private vehicle instead of flying. Mileage reimbursement will be for the lesser of mileage or air fare unless an exception is specifically approved by the State Superintendent. Mileage is calculated at the current lower mileage rate based on USBE policy and reduced by the round-trip commute.
 - d. *Vehicle Reimbursement*: If an employee chooses to drive out-of-state instead of flying, the maximum reimbursement allowed is the lowest reasonable airfare or the driving mileage, whichever is less. The policy is the same when a third party is paying the travel expenses. Travelers who choose to drive will not be reimbursed for parking or toll fees. Per diem and lodging outside of flight itinerary time is not eligible for reimbursement. Within 45 days prior to the trip, the traveler must fill out the required [Driving vs. Flying](#) form and submit to the State Travel Office. This approved documentation back from the State Travel Office must be attached to the original travel request and will show the amount of reimbursement that the employee will be eligible for.
 - e. *Parking Expenses*: Local parking expenses for in-state business may be reimbursed, excluding valet parking, if a receipt is submitted. Out-of-state parking also requires a receipt be submitted.

f. *Private Vehicle Use Mileage Reimbursement:* Travelers may only use their personal cars for USBE business if they have suitable liability insurance. Travelers may claim reimbursement for mileage expenses (reduced by their round-trip commute) when they are authorized by their Supervisor to:

- Operate a privately owned vehicle on State business.
- Incur mileage associated with a State-approved relocation.

Travelers participating in work-related business trips may have the option to leave from and return to work or home, rather than reporting first to USBE, based on their Supervisor approval. In the event that an employee leaves from or returns to their home, without completing their normal round trip commute to/from USBE, will require adjustments to be made to their private vehicle reimbursement claim.

- An employee who leaves from the USBE office and returns to the office shall not deduct any round-trip commute mileage from the private vehicle reimbursement claim; therefore, the entire trip to/from the travel destination will be eligible.
- An employee who leaves from their home but returns to the USBE office, or leaves from the USBE office but returns to their home, shall deduct one-half of their round trip commute mileage (i.e. half of their round trip mileage from their home to/from the USBE office) from the private vehicle reimbursement claim.
- An employee who leaves from their home and returns to their home shall deduct one full round-trip commute mileage (i.e. their round trip mileage from their home to/from the USBE office) from the private vehicle reimbursement claim.

Private vehicle mileage reimbursement adjustments apply to the date of departure and the date of return only. Work-related business trips outside of a traveler's normal work schedule, shall not exempt the employee from the private vehicle mileage adjustment. No additional round trip commute mileage adjustments shall be made for work-related business trips that span multiple days.

Private vehicle mileage reimbursement in conjunction with overnight travel will be reimbursed on an Expense Report through ESS.

Private vehicle mileage for non-overnight travel must be submitted on a [SB 38A - Private Vehicle Usage Report for Reimbursement](#) form.

When travel is 100 miles or more round trip, the cost comparison sheet must be attached to the reimbursement.

g. *Rental Cars:* If a State fleet vehicle is not available, travelers may choose between a rental vehicle or mileage reimbursement for use of their personal vehicle. Rental cars for in-state travel should be booked by going to <https://fleet.utah.gov/motor-pool-a/demand-motor-pool/> and clicking on the "click here to rent from an Enterprise retail location" link in the middle of the webpage. Reimbursements will be limited to the lower cost of driving a personal vehicle or renting a car, according to the cost comparison found on this link: <https://fleet.utah.gov/motor-pool-a/demand-motor-pool/personal-vehicle-vs-rental-vehicle/>.

When travel is 100 miles or more round trip, the cost comparison sheet must be attached to the reimbursement.

If a rental car is booked directly through the State Travel Office, pre-approval must be obtained from the State Superintendent or Designee by the traveler in writing and in

advance of the travel.

6. **Meals and Incidentals:** Meals included in the registration fee and complimentary meals will reduce the meal allowance described below. Information should be included in the travel request documentation as to whether or not the conference or training registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. Continental breakfasts are reflected as a provided meal unless the traveler makes other arrangements for breakfast; in which case a receipt is required for reimbursement. Meals provided on airlines will not reduce the meal allowance.

a. *Travel Timeframes:* For travel lasting 24 hours or more, travelers may claim meals based on the following timeframes. The meal reimbursement is determined by the time of day the traveler leaves “Home Base” (the location that the employee leaves from and/or returns to), the days at the location, and the time of day the employee returns to “Home Base”, as shown in the Travel Timeframes table below. Allowances for meal reimbursements are inclusive of tax and tips.

Depart on First Day	Meals Allowed	Return on Last Day	Meals Allowed
12:00 AM to 5:59 AM	Breakfast Lunch Dinner	12:00 AM to 5:59 AM	NO MEALS
6:00 AM to 11:59 AM	Lunch Dinner	6:00 AM to 11:59 AM	Breakfast
12:00 PM to 5:59 PM	Dinner	12:00 PM to 5:59 PM	Breakfast Lunch
6:00 PM to 11:59 PM	NO MEALS	6:00 PM to 11:59 PM	Breakfast Lunch Dinner

b. *Meal Allowance for Non-Overnight Trips:* If the farthest destination is at least 100 miles one way from the USBE offices, the traveler may receive a taxable meal allowance if the circumstances below exist. Meals for non-overnight trips must be claimed in ESS on a Day-trip Expense Report.

Meal	Permitted
Breakfast	Traveler leaves USBE Offices before 6:00 AM
Lunch	When the trip meets one of the following: <ul style="list-style-type: none"> Officially approved trip warrants entitlement to breakfast and dinner. Traveler leaves Home Base before 10:00 AM and returns after 2:00 PM.
Dinner	Traveler leaves "home base" and returns at or after 6:00 PM.

- c. *Incidentals*: The term “incidentals” includes fees and tips for assistance with baggage and maid services. Travelers may be reimbursed up to a combined maximum of \$5.00 per day. These tips must be explicitly detailed on the reimbursement form.
7. Conference Registration/Fees: An employee may attend and participate in conferences or trainings of recognized professional organizations to maintain and improve professional competency at USBE’s expense, subject to the availability of funds and the employee’s work responsibilities. When the initial travel request is submitted, conference or training registration/fees are handled in one of the following ways:
 - a. *In-State Conference or Training Registration*: The employee must initiate the standard Purchase Requisition Form (RQSE) process for approval of conference or training registration and/or training fees. Refer to the Procurement Policies and Procedures for more information.
 - b. *Out-of-State Conference/Training*: During the travel request approval process, when the Travel Coordinator identifies a conference or training included, they will complete the Travel Request Registration Determination (TRRD) form. Dependent on the total cost, the approval requirements include:
 - i. Up to \$3,500: If the total expected cost of the conference or training registration is \$3,500 or less, the Travel Coordinator will approve the form, scan/PDF the form, and attach it to the travel request in the ESS system. The Travel Coordinator will email a copy of the TRRD to the traveler. The approved TRRD document and approved travel request from ESS are both required for either USBE Purchasing, an SSC, or Section Accountant to process the registration payment.
 - ii. Requires Additional Review or Exceeds \$3,500: If over \$3,500, the TRRD form will go through USBE Purchasing. Refer to the Purchasing Policies and Procedures for more information.
 - c. *Permitted Conferences and Training*: Attendance of a conference or training at USBE’s expense may be authorized for the following:
 - i. Conferences or trainings sponsored or cosponsored by USBE at which an employee’s attendance is required in the performance of official duties;
 - ii. Conferences or trainings of governmental organizations and the employee’s attendance is related to official duties or for the purpose of transacting USBE business;
 - iii. Conferences or trainings of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to USBE’s functions or activities and attendance is in the employee’s official performance;
 - iv. Conferences or trainings at which an employee is furthering USBE programs;
 - v. Conferences or trainings at which an employee is presenting papers or program results which further the development of USBE; and,
 - vi. Conferences or trainings at which an employee is pursuing related professional continuing education.
8. Travel Changes: Travelers are responsible for notifying the Travel Coordinator of any changes to their itinerary/travel plans. Late changes to flights that result in additional cost are discouraged.,

E. Travel Advance Procedures

1. Travelers are eligible to receive an advance for up to 90% of estimated travel costs for hotel and meal per diem only through completing an [FI-48](#) form, which must be approved by the State Superintendent or designee. The following restrictions apply:
 - a. Travelers are limited to receiving no more than three travel advances in a fiscal year.
 - b. A travel advance cannot be issued if a previously issued travel advance is outstanding. In order for a new travel advance to be issued, the prior travel must have already occurred, and the related reimbursement must have been processed. Reimbursement requests that include an advance must be submitted and approved within 30 days.
2. The [FI-48](#) form should be attached to the initial travel request in the ESS system; however, it will be considered after-the-fact, as long as there is sufficient time to obtain required approvals and process the advance. The Section Travel Specialist can assist in completing the form and obtaining approval.
3. The appropriate Section Accountant is responsible for tracking approved travel advances and submitting the request through the accounts payable process to ensure the employee receives the funds approximately one week prior to the date of travel. Refer to the Accounts Payable Policies and Procedures for more information.

F. Travel Expense Report Procedures

1. **Travel Expense Report:** For reimbursement of travel-related expenditures paid for by an employee, a Travel Expense Report must be initiated in the ESS system by either the employee or the Section Travel Specialist. For in-state overnight and out-of-state travel, the Travel Expense Report must be created from the original Travel Request which will carry forward the travel number and information.
2. **Supporting Documentation:** Support is required for all expenses being claimed including detailed itemized receipts, the State Travel Office issued itinerary (air, and/or hotel or rental car), the final agenda for a conference or training, or any other forms or supporting documentation justifying charges. All expenses in which reimbursement is being requested must be supported by a receipt or other reasonable documentation, regardless of the amount of the expense. While State policy only requires receipts for incidentals (i.e. ground transportation, tips, parking, etc.) if the expense is in excess of \$20, USBE has elected a stricter policy, requiring a receipt/support for all expenses, including those less than the State's \$20 threshold. The only exception is for tips/gratuity, subject to the amount thresholds included in this policy.
 - a. *Missing Receipts:* If a receipt for an allowable expense is under \$20 (i.e. \$19.99 or less) is lost or not received, the employee can document, in the comments box of the Travel Expense Report, the details of the expense. The comment must denote the date, vendor, itemized expenses incurred, and the reason a receipt/other support is not available. If a receipt is lost or not available for an expense that is \$20 or above, the expense may be reimbursed at \$19.99 with the same detailed information as above.
 - b. *Receipt Submission:* All receipts, or other reasonable support as described above, must be scanned and electronically attached to the Travel Expense Report in the ESS system.
3. **Timeline of Submission:** An employee has 45 days from the date of returning from travel to complete the Travel Expense Report and submit all required supporting documentation. Any requests made subsequent to the 45 days post-travel will not be reimbursed. Reimbursement requests that include an advance must be submitted and approved within 30 days.

4. Travel Expense Report Approvals: Once the Travel Expense Report is completed in the ESS system, and all supporting documentation is electronically attached, the employee will submit it for approval. Dependent on the type of travel, the following approvals are required.

Type	Approval Workflow
Out-of-State Travel Expense Reports	Employee > Supervisor > Travel Coordinator
In-State Travel Expense Reports	Employee > Supervisor > Travel Coordinator
In-State Day Trip Expense Reports	Employee > Supervisor

5. Travel Expense Report Approval Responsibilities: The approvers of employee Travel Expense Reports have specific responsibilities to consider when granting approvals for reimbursement. These specific considerations and responsibilities are presented on the following page, and when a related approval is granted, the approver is signifying that they accept the responsibilities of approval.

6.

Approver	Approval Responsibility
Employee	<p>Submission of the request signifies that the employee incurred the related expenses for approved USBE business-related purposes, that all expenses were in-fact paid by the employee and were reasonable and appropriate. The employee is also certifying that they attended, in full, all business-related travel activities that were initially agreed to during the travel request process such as the conference or training, site visit, meetings, etc. For missing receipts in which reimbursement is being request, the employee is certifying that the expense was incurred for the stated business purpose.</p> <p>Any significant overages from the originally approved travel expense estimates included on the initial travel request (i.e. actual travel expenses exceeded estimated travel expenses), notes should be made on the expense report explaining the reason for the overage.</p>
Supervisor (or other designated approver)	<p>Approval signifies that they approve all expenses for reimbursement, that they have ensured that appropriate supporting documentation, in accordance with this policy, has been attached, and that they believe that all expenses appear reasonable and appropriate for the related travel.</p> <p>Approval also signifies that a comparison of the original estimated costs on the initial travel request to the expenses included on the Travel Expense Report are consistent and that any expense overages (i.e. actual travel expenses exceeded estimated travel expenses) are justified and approved for reimbursement.</p>
Travel Coordinator	<p>Approval signifies that the Travel Expense Report has been reviewed and compared to the original travel request, that all expense overages (i.e. actual travel expenses exceeded estimated travel expenses) appear reasonable and were approved by the Supervisor, and that all supporting documentation is itemized and attached. If Expense Report requires more documentation or explanation it will be submitted, (rejected) back to the traveler. Approval signifies that the reimbursement is approved for payment.</p>

7. Once the final approval is obtained and the Travel Request Form is submitted, it is electronically submitted via the ESS system to the State Payroll Office for reimbursement to be made to the employee in accordance with the standard payroll schedule.