

TRAVEL GUIDELINES

Updated: April 27, 2017

To all Administrators and Supervisors

AS A PERCENT OF THE BUDGET, TRAVEL COST ARE SMALL. HOWEVER, FOR THE PUBLIC AND CO-WORKERS, TRAVEL COSTS ARE HIGHLY SCRUTINIZED. **Although these things may seem “picky”, when small abuses occur, secretaries and staff notice. This leads to a culture of “anything goes”. And potential fraud starts to germinate.**

Following is a list of travel rules and guidelines that are to be followed when travelling on district business. This is not meant to be a comprehensive list, rather it is intended as an aid to help you in your budget and planning process. No one list will cover every situation, common sense should prevail.

1. **Mileage—**

- a. When calculating mileage, commute mileage should not be considered. Mileage to and from your destination should be calculated from your primary work location or school.
- b. Just include “to-and-from” mileage. For example: Don’t hit the trip-meter when you leave for St. George, and then include mileage to Mesquite for the evening buffet or to Tuachan for the evening theater. Note: Round Trip mileage to St. George from the District Office is about 668 miles. Round Trip Mileage to St. George from Valley Elem is a little under 700.
- c. **DO NOT submit receipts for gas.** Use mileage reimbursement. Under most circumstances, gas receipts will be rejected; EXCEPT for Car Rentals, then be sure to try and use a p-card.
- d. If more than one person is driving in a vehicle, mileage is only paid to one individual.
- e. We will not pay for mileage reimbursement to out-of-state destinations that exceed 350 miles (Exception: Mileage may be paid if there is a group that is traveling in the same van to a place like Las Vegas. But even under this example, you could rent a van).
- f. **Starting July 1, 2017, mileage rates will increase from \$0.505/mile to \$0.535/mile.**

2. **Car Rentals—**

When travelling significant distances outside the district, renting a car may be considered (this is at the discretion of the director/principal). For example, it is 668 round-trip miles from the district office to St. George. For reimbursement, this would cost \$357.38. However, we have state contracts with both Enterprise and Hertz. The cost to rent a car can be \$35 or less per day. At 20 mpg, petrol would cost less than a \$100.00. You could rent your car for five straight days and still save money.

3. **Per Diem Calculation—**

- a. The cost of meals is included in per diem. **DO NOT SUBMIT receipts for meals; use Per Diem.** Under most circumstances, meal receipts will be rejected.
- b. If you are catching an evening flight and leave to the airport at 3:00PM, only put in for the “Dinner” portion of Per Diem. Similarly, if you arrive home at mid-day, don’t submit a full Per Diem.
- c. As a general rule, if the conference registration includes a breakfast, lunch, and/or dinner, participants’ per diem should be reduced accordingly. Following are Per Diem rates:

<u>Regular</u>		<u>High Cost Cities</u>	
Breakfast:	\$12.00	Breakfast:	\$16.00
Lunch:	\$13.00	Lunch:	\$17.00
Dinner:	<u>\$24.00</u>	Dinner:	<u>\$31.00</u>
Total	\$49.00	Total:	\$64.00

#### High Cost Cities

High Cost Cities include: Baltimore, Boston, Charleston, Chicago, Denver, Fort Lauderdale, Hartford, Jackson WY, Los Angeles, Miami, Minneapolis, New York, Oakland CA, Orange County CA, Park City, Philadelphia, Portland OR, Sacramento, San Diego, San Francisco, San Jose, Seattle, St. Louis, Washington D.C (Based on US Cost of Living Index for US Cities).

#### 4. **Hotel Guidelines—**

- a. Remember when reserving a hotel room, in addition to cost, safety should always be considered. If you can safely travel and arrive at your destination for the start of the conference or meeting, there is no need to book a hotel the night before. For example, if there is a conference in Cedar City that starts at 2:00PM, you should be able to safely travel to the conference that morning and a hotel stay the night before is not necessary. Additionally, if the conclusion of a conference in Cedar City allows you to be home at a reasonable hour, a hotel stay after the conference is not required. Once again, use your good judgment and common sense.
- b. Remember, hotels should be reserved at the single rate. If additional rooms or space is required because of travelling family or friends, the employee should pay for the difference out of their own funds. Or if you choose to stay additional nights outside the conference; you need to pay for these rooms on your own.
- c. Lastly, if you choose to stay at a much higher cost hotel than the conference hotel, you will be required to pay the difference.

*Tip: Try the AAA rate or the "Government" rate, sometimes these beat the "conference" rate.*

#### Other Guidelines—

1. We encourage Hotels and flights to be booked with a p-card.
2. Airport parking and ground transportation at the destination city is reimbursable (the traveler should submit receipts).
3. Car rentals and extra-long taxi trips are up to the judgment of the administrator and should be used when no other option is available. In many instances public transportation (Washington D.C. Metro, San Francisco BART) and hotel shuttle's are an option.
4. Incidentals can be reimbursed upon the program administrators' approval. Examples include: use of the hotel's business center or purchase of materials at the conference.
5. If a traveler chooses to drive to a destination city outside a 350 mile radius from Ogden, they may be reimbursed the actual cost of the air-fare + ground transportation costs or their mileage whichever is less. The air-fare should be reasonable and competitive. If the traveler chooses to drive to a destination city further than 350 miles from Ogden, they are to receive per diem as if they were flying to that city.
6. **All out-of-state travel must be pre-approved by the Superintendent!**

#### **FINAL NOTE:**

As needs arise and new circumstances present themselves, guidelines included in this memo will be updated and a new memo will be distributed.