

## Travel - Reimbursement - Incidentals

### FIACCT 10-02.05

Effective: 01-Jul-94

Revised: 01-Jul-14

Reviewed: 01-Jul-14

## Purpose

This policy defines the Division of Finance travel policy for incidental expenses.

## Policy

- A. Supporting documentation for employee travel reimbursements must include an original receipt/invoice detailing items purchased, unit cost, and date of purchase. If the purchase is made online or if the vendor does not provide a paper invoice, a printout of an electronic or faxed invoice or an electronic file of the invoice should be used. For purposes of this policy, 'original receipt/invoice' includes any hardcopy original or faxed or scanned receipt/invoice received directly from a vendor. Employees and those approving payment should take necessary precautions prior to approval of payment to ensure the receipts/invoices are for actual goods and services received and are not duplicate payments.
- B. **Incidental Expenses Reimbursement** – The allowances for meal reimbursements are all inclusive. Additional expenses such as sales tax and tips are considered part of the allowances shown for those types of reimbursements. However, travelers will be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips, baggage fees, and transportation costs (tips for maid service, doormen, and meals are not reimbursable.) No other gratuities will be reimbursed.

Include an original receipt for each individual incidental item of \$20 or more.

- C. **Incidental Ground Transportation Reimbursement** – Document all official business use of taxi, bus, and other ground transportation reimbursements. Personal use such as transportation to restaurants is not reimbursable.
- ◆ Individual amounts of \$20 or more – Submit an original receipt for each item.
  - ◆ Individual amounts less than \$20 – Submit a schedule of payments including the following information:

### **Ground Transportation:**

- ◆ Date
- ◆ To destination
- ◆ From destination
- ◆ Type of conveyance (taxi, bus, etc.)
- ◆ Dollar amount

A completed Receipt for Petty Cash Expense, form [FI 52](#), signed by the taxi driver, etc., or an original receipt, is acceptable for documenting expenses.

## D. **Parking Expense Reimbursement**

- ◆ Parking at the SALT LAKE CITY airport – The maximum reimbursement for parking, whether you park at the airport or away from the airport, is the Salt Lake International

Airport long-term parking rate. The parking receipt must be included with the reimbursement request for amounts of \$20 or more. When the State is paying for a traveler to fly to Utah from another state, the current long-term airport parking rate at the airport they are flying from will be reimbursed to the traveler, with actual receipts for amounts of \$20 or more.

**Parking at Hotel, etc.**

- ◆ Individual amounts of \$20 or more – submit an original receipt for each item.
- ◆ Individual amounts less than \$20 – submit schedule of payments, including the following information:
  - Date
  - Location
  - Dollar Amount

A completed Receipt for Petty Cash Expense, form [FI 52](#), or an original receipt, is acceptable for documenting expenses.

**Parking Expense Reimbursement**

If the traveler uses a private vehicle on official state business and is reimbursed for mileage, parking charges may be reimbursed as an incidental expense.

- E. **Registration** – Registration should be paid in advance on a state warrant. A copy of the approved [FI 5](#) form must be included with the Payment Voucher for out-of-state registrations. If the traveler must pay the registration when he arrives, process a Payment Voucher and have the traveler take the state warrant with him. The traveler’s Visa Business Travel Card, or a department purchasing card may also be used.
- F. **Business Telephone Calls** – Telephone calls related to state business are reimbursed at the actual cost. List the total amount for these calls separately on the Travel Reimbursement Request, form [FI 51A](#) or [FI 51B](#). The traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount.
- G. **Personal Telephone Calls** – Personal telephone calls while out of town on state business overnight will be reimbursed as follows:
  - ◆ **Four nights or less** –  
Documentation is not required for personal phone calls made during stays of four nights or less.
    - One night – actual amount up to \$2.50
    - Two nights – actual amount up to \$5.00
    - Three nights – actual amount up to \$7.50
    - Four nights – actual amount up to \$10.00
  - ◆ **Five nights or more (this includes the first four nights)**  
The traveler must provide an original lodging receipt or original personal phone bill showing the phone number called and the dollar amount for **all phone calls, including the first four nights**. No phone calls are reimbursed unless documented on a lodging receipt or original phone bill.
    - Five to eleven nights – actual amount up to \$20.00
    - Twelve to thirty nights – actual amount up to \$30.00
    - More than thirty nights – start over
- H. **Laundry** – Actual laundry expenses up to \$18 per week will be allowed for trips in excess of six consecutive nights, beginning after the sixth night out. The traveler must provide receipts for the laundry expense; or in the case of coin-op use, the traveler must provide a list of dates, locations, and

amounts.

- I. **Miscellaneous** – This allowance is not available for travelers going to conferences. An amount of \$5 per day will be allowed for travelers away in excess of six consecutive nights, beginning after the sixth night out. This amount is intended to cover other miscellaneous incidentals not included in this policy.
  
- J. **Travel on a Weekend During Trips of More Than 10 Nights' Duration** – A department may provide for employees to return home on a weekend when a trip extends longer than ten nights. Reimbursements may be given for costs allowed by these policies.