

Travel - Reimbursement - Lodging

FIACCT 10-02.04

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Policy

- A. **Reimbursement Rates** – State employees who travel on state business may be eligible for a lodging reimbursement.
1. 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.** The traveler must include the conference registration brochure with the Travel Reimbursement Request form [FI 51A](#), [FI 51B](#), [FI 51C](#), or [FI 51D](#).
 2. For in-state lodging at a non-conference hotel, the state will reimburse the actual cost up to \$70 per night for single occupancy plus tax 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.

Blanding	\$75.00 plus tax
Bluff	\$80.00 plus tax
Brigham City	\$75.00 plus tax
Bryce Canyon City	\$75.00 plus tax
Cedar City	\$75.00 plus tax
Ephraim	\$75.00 plus tax
Farmington	\$85.00 plus tax
Fillmore	\$75.00 plus tax
Garden City	\$80.00 plus tax
Green River	\$85.00 plus tax
Kanab	\$80.00 plus tax
Layton	\$80.00 plus tax
Logan	\$80.00 plus tax
Moab	\$100.00 plus tax
Monticello	\$80.00 plus tax
Ogden	\$80.00 plus tax
Park City / Heber City / Midway	\$90.00 plus tax
Price	\$75.00 plus tax
Provo / Orem / Lehi / American Fork / Springville	\$85.00 plus tax
Salt Lake City Metropolitan Area (Draper to Centerville), Tooele	\$100.00 plus tax

St George / Washington / Springdale / Hurricane	\$80.00 plus tax
Torrey	\$80.00 plus tax
Tremonton	\$90.00 plus tax
Vernal / Roosevelt / Ballard / Naples	\$95.00 plus tax
All Other Utah Cities	\$70.00 plus tax

3. State employees traveling less than 50 miles in excess of their normal office commute 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)).
 4. 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.
 5. For out-of-state lodging at a non-conference hotel, the state will reimburse the actual cost per night plus tax, not to exceed the federal lodging rate for the location (see www.gsa.gov). These reservations must be made through the State Travel Office.
 6. The state will reimburse the actual cost per night plus tax for in-state or out-of-state travel stays where the department/traveler makes reservations through the State Travel Office.
 7. 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.
 8. Exceptions will be allowed for unusual circumstances when approved in writing by the 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](#).
- B. **Lodging Receipt** – A proper receipt for lodging accommodations must accompany each request for reimbursement.
- ◆ The tissue copy of the charge receipt is not acceptable.
 - ◆ 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. Signature of agent
 10. Number in the party
 11. 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 at other than a Motel/Hotel** – 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 per night with a signed receipt from a facility such as a campground or trailer park, not from a private residence.
- E. **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.