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SUBJECT:	Travel
EFFECTIVE DATE:	4/2007
REVISION DATE:	12/2018

TRAVEL POLICY

Summary

All travel and training must be approved in advance. The specific guidelines which follow this paragraph must be complied with in order to receive reimbursement for travel. Only actual, economical transportation and lodging expenses will be reimbursed. A per diem amount for meals will be paid for authorized meals. Reimbursement will be made within fifteen days of the submission of an approved Travel Reconciliation Report. Travel expenses for a companion are not reimbursed. Questions concerning the interpretation of the DBH travel policy should be addressed by the Controller.

Travel Approval

All travel must be pre-approved by the employee's immediate supervisor and their program director. Incidental travel and non-overnight travel required to perform the employee's day-to-day duties does not require prior approval.

A completed Travel Request Form must be submitted to the travel coordinator for all travel/training 15 days prior to the date of travel/training. Travel requiring airfare purchase should be to the travel coordinator 30 days in advance of departure. Exceptions must be approved by the Executive Leadership Team.

Most Economical Form of Travel

The most economical form of travel is the DBH standard. DBH may limit total reimbursement amounts for travel and training in order to stay within budgeted amounts. Employees may be reimbursed a set amount for specific travel and training as determined by the Executive Leadership Team prior to the travel.

Travel Arrangements

Travel Coordinator Arranged Travel:

All travel arrangements listed below may be made by the travel coordinator. Once a Travel Request Form has been approved, the travel coordinator will make arrangements for the following areas on the DBH travel credit card:

- Conference Registration
- Hotel, Condo, House Rental Accommodations
- Airfare (Coordinator will provide employee flight time options)
- Car Rental

Employee Arranged Travel:

Employees are allowed to make their own travel arrangements and pay for their travel with a personal credit card. If an employee wishes to make their own travel arrangements, they should first check with the travel coordinator to determine reimbursement rates paid by DBH. After the travel has been completed, the employee must submit receipts for reimbursement on the travel reconciliation form.

While an employee is allowed to make their own travel arrangements with a personal credit card, they may not make travel arrangements for other employees with their personal credit card.

Meal Reimbursement

Meals are reimbursed for 1) business oriented overnight travel, and 2) business related entertainment (employee meal purchases made when business is being conducted throughout the meal).

Meals that are provided complimentary of the conference, hotel or association are not considered reimbursable.

Overnight travel meal reimbursement is determined by the time of day the traveler leaves “home base” (the location the employee leaves from and/or returns to), the number of days at the location, and the time of day the traveler returns the home base. Tips and tax on meals are included in the per diem.

Leave Home Base:

1st quarter: Leaves between 12:01am and 7am
2nd quarter: Leave between 7:01am and 1pm
3rd quarter: Leaves between 1:01pm and 6pm
4th quarter: Leave between 6:01pm and midnight

Per Diem Reimbursement for:

B-L-D
L-D
D
0

Returns to Home Base:

1st quarter: Arrives between 12:01am and 6am
2nd quarter: Arrives between 6:01am and noon
3rd quarter: Arrives between 12:01pm and 6pm
4th quarter: Arrives between 6:01pm and midnight

Per Diem Reimbursement for:

\$0
B
B-L
B-L-D

Lodging

DBH reimburses for lodging if the conference is more than 75 miles from the DBH offices at 934 South Main Street, Layton Utah.

Hotel room service, movies and other charges are the responsibility of the employee.

If a traveler stays with friends or relatives rather than in a hotel, uses a personal camper/trailer, or rents a home/condo the travel is reimbursed as follows:

- \$25 per day (stays with family or friends, no receipt required)
- Actual cost up to \$50 per day with receipt (campground, trailer park)
- Home/Condo rental (rental will be reimbursed for actual cost up to the amount of hotel lodging costs determined by the travel coordinator).

Transportation

Mileage reimbursement will be the lesser of mileage or airfare. Mileage is calculated at the IRS approved business travel reimbursement rate. For travel/training budget reasons, DBH may reduce the amount reimbursed for mileage for specific conferences prior to the conference. Rental cars are not reimbursable for in-state travel; however, an employee can use the mileage reimbursement to pay for the rental car. Travel time taken for driving or flying during the employee's normal work week may count as time worked, but cannot be considered overtime.

- Use of private vehicle: IRS or DBH rate for business travel
- Private motorcycle: ½ the IRS or DBH rate for business travel

Incidental Travel Expenses

Travelers will be reimbursed for actual out-of-pocket expenses for incidental items such as baggage, baggage tips, taxi's/tips, shuttle service, other ground transportation, long term

airport parking and toll fees.

A receipt is required for each incidental travel expense over \$25. For incidental travel expenses under \$25 the traveler must indicate on the travel reimbursement form the type of incidental expense and dollar amount.

Fall Substance Use Conference

Each year ELT will determine the total reimbursable amount allowed for this conference. This amount will cover hotel, transportation/mileage and food costs per diem. Employees are responsible to check with the travel coordinator to determine the reimbursable amount allowed by ELT prior to the conference.