

TRAVEL POLICY

PURPOSE:

The purpose of this policy is to provide guidelines for out-of-town and out-of-state travel necessary for accomplishing RDA business and/or, in the case of schools, seminars and conferences, to gain knowledge which will ultimately benefit the RDA.

All requests for travel shall be prepared on the required forms issued under this policy and shall be submitted to the executive director in the manner specified herein.

DEFINITIONS:

Out-of-town - Travel to any point greater than 50 miles from the City of South Salt Lake.

Out-of-state - Travel to any point outside the State of Utah.

COMPENSATION AND PAYMENT FOR TRAVEL:

The least costly mode of transportation shall be used for calculating the expenditure for requested travel. The employee will use a city vehicle, if one is available, and the city will pay the cost of fuel for the city vehicle. If a city vehicle is not available, the employee may use his/her own vehicle and will be reimbursed at a rate per mile established by IRS Federal Rules and Regulations.

If a city vehicle is available and the employee chooses to take his/her own vehicle for the purpose of traveling with a spouse or guest, extending the travel for personal reasons, or any other personal reasons, the city will reimburse the employee for the cost of fuel only. The following cost of fuel reimbursements are listed for the most often traveled locations:

St. George	\$75.00	Logan	\$20.00
Wendover	\$30.00	Ogden	\$10.00
Park City	\$10.00	Cedar City	\$60.00
Moab	\$60.00	Spanish Fork	\$15.00

These reimbursements cover fuel costs for an average fuel consumption of 25 miles per gallon and fuel price of \$3.00 per gallon.

Determination of airfare to be expended shall be made by the executive director.

Out-of-state per diem compensation shall be fixed at \$40.00 per day. In-state per diem will be paid at the rate of \$30.00 per day. Per diem shall be applied to expenses such as meals, sales tax, tips, and other incidental costs such as baggage tips, parking fees.

Complete documentation for cost of accommodations will be required to accompany the request for travel. The RDA will pay the lowest available rate for accommodations where a reasonable choice exists.

Costs for out-of-state car rental may be paid by the RDA only in special circumstances and where prior approval is granted by the executive director.

Fees for registration at workshops, seminars, institutes, etc., will be paid by the RDA. Fees for extra activities, such as special tours and social events, shall be paid by the traveler.

PROCEDURE:

All travel requests shall be made by filing a Request to Travel form, a copy of which is attached hereto, with the executive director for review and the executive directors approval. No other requests shall be considered.

All pertinent information on the conference or training shall be attached to the Request to Travel including a description of the conference or training, a copy of the registration, agenda, airline and hotel information, etc. **A copy of the approved Request to Travel form, including all documentation, must be attached to all requests for funds for travel.**

Upon consideration of the Request to Travel, the executive director may deny the request, which will be considered final.

Where approval of the Request to Travel is granted, the traveler has the following choices for obtaining payment:

Ticket purchase – A designee from the department will purchase the tickets or the traveler may make his own arrangements. **If the traveler purchases the airline ticket, the receipt must be returned to Accounts Payable no later than five (5) working days following the traveler's return.**

Per diem - The traveler is issued the full amount of per diem, based upon the standards established herein, prior to his departure.

Accommodations - Payment of accommodations shall be made directly to the hotel/motel, selected under the standards established herein. **Receipts must be returned to Accounts Payable no later than five (5) working days following the traveler's return.**

Receipts for any other travel related expenses (except per diem and mileage reimbursement) must be returned to Accounts Payable no later than five (5) working days following the traveler's return.

MISCELLANEOUS:

The budget for any travel will be approved by the RDA Board .

The traveler is welcome to travel with a spouse or guest. The RDA will pay only those eligible expenses described herein which the applicant would normally incur traveling alone.

Where the traveler finds accommodations with friends or relatives, he/she is not entitled to the cost of hotel/motel accommodations to which he would otherwise be entitled.

The traveler shall accrue comp time for any travel time required in addition to his normal working hours. Time allowed for travel time will be based on the least costly mode of transportation taking into consideration all travel costs involved.

A travel file shall be kept by RDA secretary for all Requests to Travel filed with the executive director

Violations of this policy or declarations made on the forms attached hereto which are not true shall constitute grounds for disciplinary action.

REQUEST TO TRAVEL

Complete and submit this form to the office of the executive director along with documentation of all items for consideration.

Name: _____ Title: _____

Department: _____

Name of event: _____

Destination of Travel: _____

Business purpose: _____

Departure date: _____ Return date: _____ Number of days: _____

Registration fee \$ _____

Hotel accommodations \$ _____

(Pay hotel by City check to retain tax exempt status)

Transportation:

Round trip airfare \$ _____

Personal vehicle use

IRS allowable mileage \$ _____

Cost of fuel only \$ _____

Rental car \$ _____

Use of City vehicle and fuel card \$ N/A

Per diem: (\$30.00/day in-state; \$40.00/day out-of-state) \$ _____

Special equipment requests:

TOTAL ESTIMATED COST \$ _____

I have read and understand the policies and procedures of the South Salt Lake Travel Policy and hereby agree to abide by them.

Signature of Employee/traveler

Date

APPROVALS

I approve this Request to Travel and declare that this travel will further the business of the RDA of South Salt Lake.

Department Director/Division Manager/Chief Signature

Date

Date

MAYOR APPROVAL/DENIAL [] Approved [] Denied

Executive Directors Signature

Date

Revision date: January 2018