

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
**TRAVEL ALLOWANCE AND REIMBURSEMENT**

**Purpose -**

To establish a uniform policy on allowances and expense reimbursement procedures for County personnel traveling on County business.

**1.0 Policy**

It is the policy of Salt Lake County to pay a per diem to employees who travel for the purpose of conducting County business. Travel must have a clear County government purpose. The [U.S. General Services Administration](#) (G.S.A.) per diem rates will serve as the basis by which Salt Lake County will pay for expenses incurred for out-of-state travel.

**2.0 Travel Request Procedures**

**Transportation:**

**Airfare**

- 2.1 If airline travel is required, an Airline Ticket Arrangement form must be completed by the traveler's agency and e-mailed to Contracts & Procurement. A [Request for Travel Allowance per diem form](#) must also be completed by the agency and sent to Contracts & Procurement authorizing the airfare. Sufficient time should be allowed because travel to some locations may require the airline tickets be purchased fourteen (14) days prior to the departure date to receive a substantial discount in the airfare. Seating availability is also on a first-come first-served basis; therefore, the approved form must be sent to Contracts & Procurement as soon as possible to allow for the arrangements to be made. The only exception to this is that Elected Officials and their appointed staff may, at their option, make their own travel arrangements. In this case, appropriate documentation (such as an invoice or receipt for the airfare) shall still be submitted by the Elected Official to the Auditor as support for the expenditure.
- 2.2 No requisition or individual purchase orders for airfare will be prepared at this stage. When the agency receives the monthly statement from the travel credit card company (currently Commercial Card Solutions), one delivery order and subsequent PRC will be created from the state contract as provided by Contracts & Procurement for the total amount of the statement. Agencies will be responsible for maintaining reconciliations of monthly statements with individual travel requests, including credit memos for cancelled trips and airfare fees.
- 2.3 Contracts & Procurement, with the consent of the traveler's Division and Department Director or Elected Official, may alter the approved travel schedule to take advantage of airfare discounts, thereby reducing costs to the County. Such alteration in schedules may require additional per diem. When this occurs, approval of the additional per diem is authorized, providing the net cost to the County is less than the other travel schedule.

- 2.4 In addition to the per diem as outlined below, a traveler will receive an additional \$50.00 to pay for travel to and from the airport, if the airport is in the same city as the traveler's destination. If the traveler's destination is not in the airport city, the traveler will be reimbursed for the actual cost of travel to and from the airport.

**Vehicles**

- 2.5 When approved to use a private vehicle instead of airfare for out of state travel, the traveler's agency will calculate mileage, and then contact Contracts & Procurement to obtain the amount of "cash in-lieu-of-airfare" to include on the per diem request. Contracts & Procurement will e-mail the airfare information to the traveler's agency which shall be attached to the per diem request. For private vehicle use in-state, mileage only will be used.
  - 2.5.1 The traveler will be paid the lower of either the normal discounted airfare (which is based on the airlines advance reservation requirement for discounts); or mileage at the prevailing County rate as specified in [Countywide Policy #1350, Salt Lake County Vehicle Policy](#), or other approved policies currently in effect. The mileage is determined by the agency's travel coordinator.
  - 2.5.2 Where employees choose to travel together in one vehicle, mileage will be paid only to the driver/owner of the vehicle driven.
  - 2.5.3 If the destination is outside of the airport city, the cost of a rental car from the airport to the destination will be included in the amount of "cash in-lieu-of-airfare".
- 2.6 Employees requesting use of County vehicles, private vehicles, or rental cars must obtain specific Division and Department or Elected Official approval and check the appropriate box on the travel request form. See [Countywide Policy #1350, Salt Lake County Vehicle Policy](#) for rules related to employees driving on County business.
- 2.7 Rental cars shall be obtained, whenever possible, on the applicable state contract in order to ensure that appropriate insurance is carried on the car. When using the state contract, the traveler shall decline insurance coverage as it is already included in the rental car rate. If a different rental car company is used, the traveler shall obtain insurance coverage.

**Per Diem:**

- 2.8 The Travel Coordinator will complete a [Request for Travel Allowance per diem form](#), which is to be sent to the Auditor's Office for per diem. Elected Officials and Department Directors will sign and submit their own forms. All other employees must receive the approval of their Division Director before forwarding to the respective Department Director or Elected Official for final approval.
- 2.9 When the travel request is processed, the per diem will be forwarded by the Auditor to the traveler's agency. All other warrants will be mailed to the appropriate vendors.
- 2.10 At least ten (10) working days are needed to ensure adequate lead time for processing. Travel request forms and related payment documents that are not submitted to the Auditor at least ten (10) working days in advance of their departure cannot be guaranteed a travel payment check in advance of travel.

- 2.10.1 At times, travel requests are submitted months in advance to qualify for registration or other discounts. Registration payments will be processed under normal procedures. Per diem checks will be delayed until two (2) weeks prior to travel departure date.
- 2.11 Employees traveling outside the state will be allowed a payment for food consistent with the per diem maximum rate established by the G.S.A. Employees traveling within the state will be allowed forty two dollars (\$42.00) per diem for meals. Employees will also receive a payment for lodging equal to the actual reserved hotel base rate plus 15% for hotel taxes, whether traveling out of state or in state. Additional amounts may also be approved to cover tuition/registration fees and other justifiable costs.
- 2.11.1 The in-state travel per diem shall be reviewed annually during the budget process and updated upon recommendation by the Auditor and approval by the Council. The Auditor shall review the current G.S.A. rates to consider making a recommendation to adjust the in-state per diem.
- 2.11.2 When staying at a more expensive hotel because it is the site of the conference, a rental car shall not be approved, except as noted in 2.4.
- 2.12 Meals, which are included in the cost of the registration, will be subtracted from the total per diem. Travel Coordinators shall use the following average meal rates derived from the G.S.A. to reduce the total per diem amount: breakfast 15%, lunch 25%, and dinner 45%.
- 2.12.1 For example, if traveling to New York City and lunch is included in the conference registration, 25% of the NYC meals per diem of \$51.00 is \$12.75, which results in a net meals per diem of \$38.25.
- 2.13 A "day" is defined as 24 hours at the approved destination. Employees not staying overnight will be granted one-half (1/2) day per diem. For purposes of per diem calculations the first day of travel will be counted as a full day. Time spent traveling from destination shall be counted as a half day.
- 2.14 Travel expenses in excess of per diem, as established by the G.S.A. and mileage allowance are the responsibility of the traveler, except as noted in Section 3.0. Excess payments beyond actual expenses may be retained by the traveler.
- 2.15 Employees traveling overnight on County business, whose expenses will be paid by an entity other than the County, shall still obtain Division and Department or Elected Official approval to travel. Travel paid by trade vendors must be approved by the County Mayor as set forth in [Countywide Policy #1021, Vendor-paid Expenses for Employee Travel](#).
- 2.16 Any County travel outside the United States must be approved by the Elected Official in addition to the approvals specified in 2.8.

**Registration:**

- 2.17 Registrations associated with travel for which a per diem is given, whether in-state or out-of-state, shall be included on the [Request for Travel Allowance per diem form](#). Registrations for events at local destinations for which no per diem is given are not required to be included on the [Request for Travel Allowance](#) form; however, authorization is still required in accordance with [Countywide Policy #1202, Authorization and Processing of Certain Payments](#).

- 2.18 Travelers incurring expenses not related to County business, and that are required to be paid at time of registration, must include a personal check for the amount of those expenses with the travel request. The check will then be remitted with the registration.

### **3.0 Post-Travel Procedure**

- 3.1 A [Travel Expenditure Report](#) (TER) is required (1) when airport transportation is needed to a different city per Section 2.4, (2) in the case of emergency travel per Section 4.0, or (3) when a traveler claims extraordinary travel expenses. All extraordinary travel expenses shall be approved by Elected Official prior to reimbursement. The TER must include receipts, when available, and shall have been reviewed, approved, and signed by the traveler's Division and Department Director or Elected Official.
- 3.2 When required, and after proper approval, the TER, and related receipts, shall be processed timely through the Auditor's Office according to [Countywide Policy #1202, Authorization and Processing of Certain Payments](#).
- 3.3 In order to comply with statutory separation of duties, TER's for Elected Officials will be reviewed by the County Mayor. The Mayor's TER's will be reviewed by the District Attorney. All other TER's must be approved by the appropriate Division and Department Director or Elected Official.
- 3.4 Employees not submitting itemized TER's, when required, within three months from the date of return, shall be subject to disciplinary action in accordance with Human Resources Policy 5700 Discipline. Employees who do not timely submit itemized TER's, or who otherwise do not comply with the provisions of this policy may forfeit the opportunity of future travel for the County.

### **4.0 Emergency Travel**

When employees are required to travel without adequate lead-time to allow the Auditor's Office to process a "Request for Travel Allowance" form and issue a per diem payment, (see section 2.0) the travel must still be approved by the proper authorities and the appropriate per diem will be given to the traveler upon return. The traveler shall complete the appropriate section of the TER and it will be processed according to Section 3.0.

### **5.0 Cancelled Travel**

If, for any reason, the intended travel is cancelled and a per diem has already been paid, the traveler shall return the check or provide reimbursement to the Auditor's Office within 10 days of when the traveler becomes aware of the cancellation, or decides not to travel. No per diem checks will be issued for future travel until the previous payment has been returned.

### **6.0 Substitute Travel**

If another person will be traveling in the place of the original traveler, any per diem checks already issued shall be returned to the Auditor's Office and new travel request forms shall be prepared.

APPROVED AND PASSED this 15 day of July, 2008.

SALT LAKE COUNTY COUNCIL

---

Michael Jensen, Chair

ATTEST:

APPROVED AS TO FORM:

---

Sherrie Swenson, County Clerk

---

District Attorney's Office      Date