

Employee/Board Expense Sheet – Claim Guidelines

August 2023

Mileage:

- The current mileage reimbursement rate is .67 per mile.
- Include point of departure, destination and business purpose, plus the number of miles claimed.
- No receipt is necessary.

Lodging:

- Attach the detailed or itemized hotel receipt showing guest's name, arrival and departure dates, and daily room charges.

Meals:

- Remember to attach detailed (showing sales tax) receipts for meal reimbursements claimed. Meal reimbursements are generally limited to the per diem rates shown on the bottom of the expense sheet. For example, if your receipt for lunch in Salt Lake City is for \$15.49, the amount you may request for reimbursement is \$15. If your receipt for lunch is \$8.46, you may request \$8.46.
- However, receipts are not required for per diem meal reimbursements for overnight stays. Per Diem rates may be used for expenses incurred only during overnight travel. Therefore, to claim per diem meal reimbursements, your hotel receipt should also be attached. If there is no hotel expense, attach an explanation, i.e. if you stayed with family or a friend.
- Please do not request reimbursement for meals that are covered as part of registration fees or provided by someone else, only meals you pay for personally.
- Note that per diem rates differ within the state of Utah and outside the state.

Other:

- Add all other eligible claims for reimbursement such as registrations, air travel, ground transportation, parking, etc. Please provide receipts.
- Often a receipt is not available for registrations. If this is the case, please submit a copy of your check or payment and registration form along with your Expense Sheet. Be specific – note the name of the meeting and the date(s) attended. A receipt is ideal.

Summary Box:

- Add your receipts and enter the total in each appropriate box.

Questions? Call Kristy Davis at the UACD office in Logan
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