

TRAVEL

Employees engaged in travel for the district should make every effort to keep expenses reasonable by obtaining competitive rates for airlines, lodging, vehicle rentals, pre-registering for meetings and by carpooling for out of town travel, etc.

Employees using private and/or personal vehicles for work will maintain, at minimum liability insurance at amounts required by state law. The employee shall have their respective insurance carrier provide a certificate as proof of insurance to the district. When involved in an accident while using a vehicle on-the-job the employee will immediately notify their supervisor and follow-up with a written report to the supervisor and/or district chair including a copy of the police report, if investigated by the police.

1. Allowable Expenses. Travel expenses for authorized trips requiring an overnight stay by employees will be paid in accordance with the following conditions:
 - a. Only actual and necessary expenses incurred by the employee on district business will be reimbursed including per diem.
 - b. State and/or Federal Acquisition Regulations (FAR) will be used as guidelines in determining allowable expenses. Allowable expenses on government contracts pertaining to specific destinations are published in the Federal Travel Regulations (FTR).
 - c. Airfare cannot exceed the lowest customary standard coach or equivalent airfare offered during normal business hours.
 - d. The employee completes a travel expense and reimbursement request and must distinguish between costs of lodging, and meals and incidentals on a daily basis.
 - e. All employees are expected to report non-reimbursable expenses for items such as district credit cards, purchases authorized and billed to the district and any item that is to be charged to a project but not reimbursed to an employee. This is to be done in a timely manner so as to expedite the invoicing process.
2. Completion of Reimbursement Forms. Travel expense forms must be completed showing the employee's name, job number bearing the expense, location expense was incurred, purpose of expense, advances received including cash, checks, transportation tickets and credit card charges, and the amount due the employee. The report must be signed by the employee and approved by a project supervisor or district board of supervisors.
3. Mileage Reimbursement Rate: The reimbursement rate for a personal vehicle used for approved travel shall not exceed the IRS published rate and may be adjusted from year to year by the district board of supervisors. Mileage is calculated from the home office to the destination and return to the home office. Travel distances should be consistent with the standard state mileage chart when available. Vehicle odometer readings or trip meters will be used for distances traveled, with approval of the district. District employees shall have in their possession a valid (Utah) driver's license and be in compliance with Utah motor vehicle liability laws when operating a vehicle on official business. Non-compliance will result in forfeiture or loss of mileage reimbursements and may result in disciplinary action.

4. Per Diem with overnight stay. For travel with an overnight stay an employee must be away from their home base for over two quarters to claim the per diem amount for any one meal. For this purpose, the day is divided into four periods: Period 1) 12:00 a.m. to 6:00 a.m., Period 2) 6:00 a.m. to 12:00 noon, Period 3) 12:00 noon to 6:00 p.m., and Period 4) 6:00 p.m. to 12:00 midnight. The per diem amount for breakfast may be claimed when hours worked cover quarters 1 or 2. The per diem amount for lunch may be claimed when hours worked cover quarters 2 or 3. The per diem amount for dinner may be claimed when hours worked cover quarters 3 or 4.
5. Meals without overnight stay. For travel away from an employee's home base without an overnight stay the cost of necessary and actual meals is reimbursed as follows. Breakfast when leaving the workplace prior to 6:00 a.m. Lunch when leaving the workplace prior to 12:00 noon. Dinner when returning to the home base after 6:00 p.m. The actual cost of meals will be reimbursed up to the per diem amount with the submittal of a receipt.
6. Business Meals. Expenses for business meals will be reimbursed provided they are associated with the conduct of the business, and provided a bona fide business discussion occurred before, during, or after the meal. Meals for the convenience of employees from the same office do not qualify as a business expense, since the business discussion could take place at the office without the additional expense.
7. Frequent Flyer Miles. Awards for air travel may be used by employees for personal use.
8. Alcoholic Beverages. Beverage costs are not allowable costs and will not be reimbursed by the District. When purchased as part of a meal, the amount of the beverage must be separately itemized on the travel report.
9. Unallowable Expenses, include, but are not limited to, costs for entertainment, fines, penalties and lobbying and are not to be charged to federal or state funded contracts. Unallowable expenses claimed for reimbursement must be approved in advance by the district board of supervisors.