

OGDEN-WEBER TECHNICAL COLLEGE	Number 510.8	Effective Date 8/95 Revised 7/11/19 4/27/23 01/22/25	Page 1 of 1
POLICY	Approval: President's Cabinet		
Title EMPLOYEE TRAVEL			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide guidelines for booking employee travel, establishing appropriate allowance and expenditure rates, and accounting for all travel-related expenses.

2. POLICY

It is the policy of the College that all travel arrangements be made in accordance with the procedures, authorizations, and allowances approved by the College.

3. DEFINITIONS

3.1 Home Base: The College or home, whichever is closest to the employee's destination when leaving for travel.

4. REFERENCES

- Utah Administrative Code, Rule R25-7
- Utah System of Higher Education policy R205, Presidential Appointment, Compensation, and Benefits
- Utah System of Higher Education policy R212, Chief Executive Officer Travel Oversight
- Ogden-Weber Technical College Requisitioning and Purchasing policy (#510.4)

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1. General Travel Guidelines

1.1 Authorizations

Advance approval is required for all travel. All travel costs must be approved by the appropriate director, vice president, or the president. Out of state travel for the president shall comply with Utah System of Higher Education policy.

1.2 Required Travel Forms

1.2.1 All travel requests shall include completed registration forms, conference brochures, agendas, schedules of meetings, and any other supportive documentation.

1.2.2 The traveler shall complete a travel settlement within 14 days of return, attaching all required receipts for review and approval by the appropriate supervisor.

1.3 Advances

1.3.1 Travel advances are available for up to 100 percent of anticipated costs with an approved travel request.

1.3.2 Where possible, the division shall charge all allowable expenses on a College corporate credit card.

1.3.3 The traveler should obtain approval far enough in advance to process the paperwork and receive the advance in a routine manner. Advances that cannot be processed in a routine manner shall be reimbursable to the employee upon completion and approval of the travel settlement.

1.3.4 When requesting reimbursement for travel-related expenses and incidental items over \$20 (with the exception of meal per diem), original, itemized receipts shall be submitted with the travel settlement.

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1.3.5 If the travel advance exceeds actual travel expenses, employees shall reimburse the College for the difference by making payment at the Fiscal Services Office and attaching a copy of the receipt to the travel settlement.

2. Reimbursable Costs

2.1 General Practices

- 2.1.1** All travel rates (including reimbursement) are based on those established in Utah Administrative Code, Rule R25-7.
- 2.1.2** The traveler shall not make any reservations for airline, rental cars, registration, or lodging. The division assistants shall make all reservations associated with a trip after the appropriate approvals have been given.
- 2.1.3** The College will only cover expenses incurred by employees.
- 2.1.4** When traveling within an area that will allow the traveler to return to work or home the same day, prepaid costs, and cost reimbursements for items such as registration shall be paid with the employee's purchasing card or submitted on a purchase request through the Fiscal Services Office.

2.2 Mileage

- 2.2.1** Employees may request mileage reimbursement when traveling for College- related activities.
- 2.2.2** Mileage shall be limited to the most economical, usually traveled routes.
- 2.2.3** Mileage is based beginning from the College or home, whichever is closest when leaving for travel.
- 2.2.4** Mileage for travel to and from the airport shall be reimbursed at the higher mileage rate and only for one round trip.

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2.2.5 The vice presidents are eligible for the higher mileage reimbursement rate. The president's mileage reimbursement rate is determined by the Utah Board of Higher Education.

2.2.6 Requests for mileage reimbursement shall be submitted for payment per the College's reimbursement process.

2.2.7 Employees are required to periodically submit their mileage reimbursement requests throughout the fiscal year. All mileage requests must be submitted by the end of the fiscal year in which the mileage is earned.

2.3 Non-Transportation Costs

2.3.1 Meals

2.3.1.1 Meal rates and allowance computations for in-state/out-of-state travel (including premium cities) are based on rates listed in Utah Administrative Code, Rule R25-7 and include tax, tips, etc. Alcoholic beverages are not reimbursable.

2.3.1.2 Any travel to foreign countries must be approved by the President prior to reservations being booked. If foreign travel is approved, per diem will be according to Utah Administrative Code, Rule R25-7.

2.3.1.3 An employee shall be entitled to meals per Utah State Code, Rule R25-7 when the destination is at least 100 miles from the traveler's home base, and they return after 7:00 p.m.

2.3.1.4 Hotel, motel, association, and/or conference meals are considered complementary if a hot food item is offered, and no reimbursement shall be made for that meal. Meals provided on airlines shall not reduce the meal allowance.

2.3.1.5 The value of meals included in the registration for a function shall be deducted according to the allowances listed above.

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2.3.1.6 Meals paid by authorized College employees for business entertainment purposes shall be reimbursed according to the Requisitioning and Purchasing policy.

2.4 Allowance Rates for Lodging

2.4.1 Lodging is covered for overnight stays that exceed 50 miles from the traveler's "home-base" at the actual rate plus tax per night for single occupancy only.

2.4.2 The division assistant shall pay for lodging using a College corporate credit card. Travelers shall be responsible to reimburse the College for any non-allowable incidental expenses charged to the College card.

2.4.3 An official receipt for lodging accommodations from the hotel or motel must accompany each travel settlement voucher. The charge receipt is **NOT** acceptable.

2.4.4 Travelers may elect to stay with friends or relatives or use their personal campers or trailer homes rather than stay in a motel/hotel. With proof of staying overnight away from home on approved College business, the traveler shall be reimbursed as follows:

- 1) \$20: No receipts required.
- 2) Actual cost up to \$30: With signed receipt (campground, trailer park, etc., not a private residence).

2.5 Allowances for Incidental Expenses

2.5.1 Travelers shall be reimbursed for actual out-of-pocket costs for incidental items such as baggage tips and fees (College will provide reimbursement for one bag each way). Tips for maid service and doormen are not reimbursable. No other gratuities will be reimbursed.

2.5.2 Employees shall be reimbursed for up to \$15 per day for in-room Internet access.

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2.6 Transportation Costs

2.6.1 Air Travel

- 2.6.1.1** The division assistant shall purchase airline tickets through any travel agency or website, including the State of Utah Travel Department and its authorized travel agents.
- 2.6.1.2** Travelers may stay at their destination over a weekend, if it reduces the total cost of the trip (e.g., the ticket savings is greater than the cost of lodging and per diem.) The traveler does not earn compensation time or overtime for the weekend stay.
- 2.6.1.3** Air transportation is limited to the least expensive, refundable tickets. Exceptions may be granted on a case-by-case basis by the approving vice president or president.
- 2.6.1.4** Travelers may fly business class when traveling to foreign countries outside of North America. The domestic leg of the trip may also be business class.
- 2.6.1.5** Only one change fee per trip shall be reimbursed. The explanation for the change and any other exception to this policy must be given and approved by the vice president.
- 2.6.1.6** Frequent flier or hotel points earned while traveling on College- related business belong to the employee.
- 2.6.1.7** Employees may NOT demand alternate travel arrangements be made by the travel agencies to accrue frequent flyer credits when the overall cost to the College is higher. This policy is in effect even if the travel costs are reimbursable by the College, state government, or other organization. Any additional costs incurred to acquire credits shall be returned to the College by the employee.

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2.6.1.8 Credits earned on airline travel or while staying in certain hotels or through other programs by a College employee may be used by the employee while traveling on College business. However, the employee may not be compensated for the credits.

2.6.2 Private Vehicles

2.6.2.1 Transportation by private automobile shall be reimbursed at the approved mileage rate.

2.6.2.2 Only one person in a vehicle may receive the reimbursement, regardless of the number of people in the vehicle.

2.6.2.3 Damage to a traveler's personal auto is the responsibility of that individual or their insurance company.

2.6.2.4 Employees shall be reimbursed for all official business use of ground transportation with receipts. Personal travel such as to restaurants, movies, etc., is not reimbursable.

2.6.3 Driving a Private Vehicle Instead of Flying

2.6.3.1 A traveler may choose to drive instead of flying if approved by the vice president.

2.6.3.2 If the traveler drives a privately-owned vehicle, reimbursement shall be at the approved mileage rate or the airplane fare, whichever is less, unless otherwise approved by the division vice president or designee. The lowest fare available at the time reservations are being made shall be used when calculating the cost of travel for comparison to private vehicle cost.

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2.6.3.3 If the travel days taken for driving are greater than that which would have occurred had the employee flown, the excess days used will be taken as vacation leave.

2.6.4 Rental Vehicles

2.6.4.1 The division assistant shall make reservations for rental vehicles.

2.6.4.2 Costs for upgrades shall not be reimbursed.

2.6.4.3 Rental vehicles are not provided if the employee is staying at the conference hotel unless approved by the vice president.

2.6.5 Vehicle Allowances

2.6.5.1 A vehicle allowance may be allowed in special cases upon prior written approval from the Board of Trustees.

2.6.5.2 The College president shall receive a vehicle allowance per Utah System of Higher Education policy.