



Subject:	Travel Authorization and Reimbursement
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565.1 Purpose

To define policy and procedures for obtaining authorization and reimbursement for official travel by employees, trustees, and approved agents of the Utah College of Applied Technology Office of the Commissioner.

565.2 Approval

UCAT Board of Trustees approval: January 11, 2012. Revised: June 8, 2016.

565.3 Definitions

- 3.1 **Official Travel:** Official travel means travel by an employee, trustee, or approved agent of the Office of the UCAT Commissioner on UCAT business which has been approved in advance. This does not include travel from home to the traveler's regular place of employment.
- 3.2 **Extended Day Travel:** Extended day travel means official travel that requires the employee to be away from his or her normal place of employment ten hours or longer and a distance of at least 100 miles (one way), but not requiring an overnight stay.
- 3.3 **Overnight Travel:** Official travel which is in excess of 100 miles (one way) and requires an overnight stay by the traveler.
- 3.4 **Approved Reimbursement Rate:** The approved reimbursement rates shall be the current rates as approved by the UCAT Board of Trustees. The UCAT Commissioner may, for a specific trip, set a rate which is higher or lower than the approved rate if it is determined that unusual circumstances exist.
- 3.5 **In-lieu-of-airfare Rate:** In-lieu-of-airfare rate means a rate of reimbursement for use of a personal vehicle for official travel, which is based upon the lowest practical airline fare (including applicable discounts, special fares, charters, etc.) available for airline flights which will reasonably accommodate the traveler's schedule. The in-lieu-of-airfare rate will only be approved when the total cost is less than approved mileage rates.
- 3.6 **Per Diem:** A reimbursement rate established by the Office of the UCAT Commissioner and approved by the UCAT Board of Trustees to cover the cost of meals and incidental expenses.

565.4 Policy

- 4.1 **Advanced Approval Requirement:**
 - 4.1.1 All travel for which reimbursement is expected must be approved in advance.



POLICIES

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4.1.2 Approval may be obtained from the UCAT Commissioner or an immediate supervisor who is a budget officer for the account from which reimbursement will be made. However, no traveler may approve travel for himself or herself. Such approval must be obtained from the UCAT Commissioner or immediate supervisor. In the case of travel by the UCAT Commissioner, travel authorization will be reviewed by the Associate Commissioner of Finance and Administrative Services.

4.1.3 Travel authorization requests shall be made using procedures and forms approved by the Associate Commissioner of Finance and Administrative Services.

4.2 Expense Reimbursement

4.2.1 A traveler involved in non-extended day, official travel will be reimbursed for mileage at the current Office of the UCAT Commissioner approved rate.

4.2.2 A traveler involved in official extended day or overnight travel will be reimbursed for mileage or airfare and meals not otherwise provided at approved rates. At the discretion of the UCAT Commissioner or the immediate supervisor, a per diem may be paid in place of meal reimbursement and the in-lieu-of-airfare may be paid in place of mileage reimbursement.

4.2.3 Reimbursement for expenses such as conference registration, ground transportation, etc. will be based on actual costs and will be approved on a case by case basis by the immediate supervisor or UCAT Commissioner. Receipts must accompany any such requests for reimbursement.