

Human Services Travel Payment/Reimbursement Procedures

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Department of Human Services **Travel Payment/Reimbursement Procedures**

The following procedures are applicable to all Utah Department of Human Services transactions involving payment for travel:

- I. It is the responsibility of each Division to ensure that employees understand their responsibility when signing a travel transaction form. Travelers are primarily responsible for the accuracy and timely submittal of the reimbursement request. The other required signers of the travel form attest with their signatures that they have reviewed and agree with the accuracy of the transaction in the following areas:

The “Budget and Accounting Officer or Authorized Agent” signature:

- Correct form is used (see <http://finance.utah.gov/>)
- Appropriate rates have been applied
- Calculations are accurate and appropriate
- Cost of travel is within the agency’s authorized budget
- Form is correctly filled out and appropriate documentation is attached

“Department Head or Authorized Agent Approval” signature:

- State travel policy is being followed (see <http://finance.utah.gov/>)
- Travel is for legitimate State business
- The traveler’s supervisor or department head approves of the travel
- Rate justification is proper

- II. Divisions may use the electronic form option made available by the State Division of Finance, and may use the electronic signature feature; however, the actual required supporting documentation (such as lodging receipts) must be available for review at the time of applying the electronic signature approval.

- III. A. Employee private vehicle mileage reimbursement will be processed as follows:

Submit properly completed and approved “FI40” State form and process through the State Payroll system. Travelers are responsible for accuracy and the timely submittal of the reimbursement request. Other required signers of the mileage reimbursement form attest with their signatures that they have reviewed and agree with the accuracy of the transaction in the following areas:

“Department Head/Immediate Supervisor” signature:

- State travel policy is being followed
- Travel is for legitimate State business
- The traveler’s supervisor or department head approves of the travel
- Cost of travel is within authorized budget
- Rate justification is proper

“Payroll Clerk” Initial:

- Correct form is used
- Appropriate rates have been applied
- Calculations are accurate
- Documentation justifying correct mileage rate is included

B. For trips involving both private mileage reimbursement (payroll system) and other travel payments (processed through FINET), information regarding the private mileage reimbursement paid through payroll should be disclosed and included in the comments section of the applicable FINET form.

IV. Mileage for travel (private vehicle usage reimbursement, lodging, and meal allowance for non-overnight travel) is determined on a reasonable basis. Additionally, the traveler’s regular work location shall be used in place of the “home-base” (“home-base” is defined in State travel policy) to measure distance if the regular work location is closer to the travel destination.

For example, a traveler’s normal work location is in Salt Lake City and leaves directly from residence in Ogden for approved work travel to Provo. Mileage will be determined from the Salt Lake City work location to Provo.

If traveler’s work location is in Salt Lake City, but leaves directly from Ogden residence for approved work travel to Logan; mileage in this instance will be determined from Ogden to Logan. If the traveler returns to their work location in Salt Lake City, only mileage returning from Logan to Ogden will be reimbursed.

V. Additional approval requirement for individuals receiving greater than \$2,000 cumulative private vehicle mileage reimbursement for a State fiscal year: written Division/Office Director approval is required for all private vehicle mileage reimbursement meeting this criteria. Division/Offices are expected to monitor private vehicle usage and maintain the required written authorization with the Division budget office for at least five years. The written authorization should address the reasonableness and appropriateness of the private vehicle reimbursement for the applicable individual.