

# **UTAH COUNTIES INDEMNITY POOL REIMBURSEMENT POLICY**

## **SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW**

1. The effective date of this policy is August 18, 2016.
2. This policy should be reviewed annually, but not less than every three years by the Board of Directors.
3. This policy should also be reviewed at any time that changes to laws or rules governing reimbursement of Directors and employees of interlocal agencies are amended or recommendations are made by the UCIP CEO or CFO, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

## **SECTION B PURPOSE**

1. This policy defines the travel policy for UCIP Directors and employees to assure compliance with rates set in accordance with U.C.A. 63A-3-107 and to assure proper oversight of public funds. It is the intent of the UCIP Board of Directors for all rates of reimbursement under this policy comply with the maximums set out in Rule R25-7 (see Appendix A) and any reimbursement rate exceeding rates set out in the rules is considered amended to comply with the rule.

## **SECTION C AUTHORITY**

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement and Bylaws.

## **SECTION E APPLICABILITY AND SCOPE**

1. This policy applies to all Directors or employees.
2. This policy is for all UCIP business travel in-state, out-of-state and foreign.

## **SECTION F DEFINITIONS**

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.

2. CEO: Chief Executive Officer of the Utah Counties Indemnity Pool.
3. CFO: Chief Financial Officer of the Utah Counties Indemnity Pool.
4. Director: a member of the Board of Directors of the Utah Counties Indemnity Pool.
5. Home: either the traveler's actual home, or their office, depending on where the traveler departs from or return to.
6. Original receipt or original invoice: a hardcopy receipt or invoice received directly from the vendor at the time of purchase and includes any faxed or scanned receipt/invoice received directly from a vendor.
7. Traveler: a UCIP Director or employee traveling on UCIP business.
8. UCIP: means the Utah Counties Indemnity Pool.

#### **SECTION G Policy Statements.**

1. Amendment by Change in Statute or Rule.
  - a. The rates identified in this policy are meant to follow the rates required by U.C.A. 63A-3-107 and rules adopted in accordance with statute, and all rates identified herein are considered amended to comply with such statutes and rules at the effective date of any change to statute or rule.

#### **SECTION H PROCEDURES AND RESPONSIBILITIES**

1. Approval by CEO/CFO. When approval is required by the CEO, and the CEO is the traveler, the approval shall be made by the CFO. When approval is required by the CFO and the CFO is the traveler, the approval shall be made by the CEO.
2. Tax Consequences. The traveler is responsible for any tax consequences associated with this reimbursement policy.

#### **SECTION I TRANSPORTATION POLICY**

1. Commercial Airlines.
  - a. Reservations. Reservations (in-state, out-of-state, and foreign travel) should be made through the Chief Financial Officer in an effort to determine the least expensive air fare available at the time reservations are made. Where special and reduced fares are available, they may be secured with approval of the CFO.
  - b. Travelers making their own travel arrangements should consider making reservations far enough in advance and flying during off-peak times of the week to qualify for discount

fares, if possible. If a traveler has made alternate travel arrangements, which resulted in a higher cost to UCIP, without the approval of the CFO, the traveler must reimburse UCIP for the additional cost. If a traveler makes their own travel arrangements a copy of the traveler's itinerary must be attached to the Travel Reimbursement Request.

- c. Travelers may stay at their destination over a weekend if it reduces the total cost of the trip, i.e., the ticket savings is greater than the cost of lodging and per diem. The traveler does not earn comp time or overtime for the weekend stay. Traveler should be as flexible as possible on flight times and travel days.
  - d. Priority seating charges will not be reimbursed unless preapproved by the CFO. Exceptions will be allowed for unusual circumstances when approved by the CFO or CEO prior to the trip.
  - e. Only one change fee per trip will be reimbursed by UCIP. An explanation for any additional changes or any other exception to this policy must be given and approved by the CFO or CEO.
  - f. If a traveler chooses to make a same-day change to a different flight, they may do so without prior approval of the CFO as long as the fee is not more than \$50.
  - g. Travelers will be reimbursed for mileage to and from the airport, or mileage to and from the airport for someone to drop off and pick up the traveler (two trips).
  - h. Travelers will be reimbursed for long-term parking or away-from-the-airport parking. The maximum reimbursement for parking is the long-term parking rate at the airport they are flying out of. If the parking reimbursement is \$20.00 or more, the parking receipt must be included with the travel reimbursement request.
2. Discounts, Credits, and Special Coupons.
- a. Personal airline frequent flyer programs and hotel frequent lodging programs, credit card programs and any other programs which give a traveler on UCIP business credit for miles/hours flown, or nights lodged shall be considered the property of the traveler.
  - b. A traveler may utilize such credits while travelling on UCIP business; however, the traveler will not be reimbursed for the credits.
  - c. Discounts, credits, miles, special coupons or other benefits earned on a UCIP credit card or bank card as a result of Director or employee travel shall be considered the property of UCIP and may not be used by Directors or employees for personal use.
3. Private Vehicles.
- a. Use of Private Vehicle/Member Owned Vehicle by Director.

- (i)* Directors using a private vehicle for UCIP business travel will be reimbursed at the rate allowed under Rule R25-7.
  - (ii)* If the Board Member uses a Member owned vehicle for UCIP business travel, the Member will be reimbursed at the rate allowed under Rule R25-7.
  - (iii)* Only one person in a vehicle may receive the reimbursement, regardless of the number of people in the vehicle.
- b. Use of a Private Vehicle by Employee.
- (i)* Employees who receive an automobile allowance will be reimbursed 45 cents per mile.
  - (ii)* Employees who chose to use a private vehicle when they have the option of riding with an employee who receives an automobile allowance will be reimbursed 45 cents per mile.
  - (iii)* Employees using private vehicles on approved UCIP business when the option of riding with an employee who receives an automobile allowance is not available will be reimbursed at the rate allowed under Rule R25-7.
  - (iv)* When one or more employees are planning to attend the same meeting, travel in private vehicles will be approved only for the number of vehicles sufficient to transport those attending at the discretion of the CEO.
  - (v)* Employees who chose to use a private vehicle when they have the option of riding with another employee attending the same meeting will not be reimbursed unless preapproved by the CEO. If use is approved by the CEO the employee will be reimbursed at the rate of 45 cents per mile.
  - (vi)* Only one person in a vehicle may receive the reimbursement, regardless of the number of people in the vehicle.
- c. Mileage Computation/Parking.
- (i)* Mileage reimbursement will be computed based on the most economical (fastest or shortest) route.
  - (ii)* Vicinity and/or local travel made during a UCIP business trip should be recorded separately from mileage between points of travel. Personal travel such as to restaurants, movies, etc. is not reimbursable.
  - (iii)* If the traveler uses a private vehicle on official state business and is reimbursed for mileage, parking charges may be reimbursed at actual cost as an incidental expense.

- d. Insurance on Private Vehicles.
  - (i) The reimbursement rate includes an amount for the cost of insurance of a personal auto.
  - (ii) Physical damage to a traveler's personal auto is the responsibility of that individual or his/her insurance company. However, if the vehicle was being used on approved UCIP business travel at the time of the accident, the traveler may be reimbursed their deductible up to \$500.
  - (iii) An automobile liability claim arising during approved UCIP business travel against a traveler is the responsibility of that individual or his/her insurance company. However, if the claim is in excess of the limits carried by the traveler on their personal auto policy, a claim should be filed with UCIP.
  
- e. Driving a Private Vehicle Instead of Using Commercial Airline.
  - (i) A traveler may drive a personal vehicle instead of flying if pre-approved by the CEO.
  - (ii) A traveler may be reimbursed for meals, lodging and incidental expenses (such as toll fees, parking fees, etc.) for a reasonable amount of travel time. However, if the total cost of the trip exceeds the equivalent cost of the airline trip the traveler will be reimbursed the amount of the equivalent airline trip only.
  - (iii) The traveler may be required to submit a schedule comparing the cost of driving with the cost of flying for the CEO to make a determination on approval. The schedule should show that the total cost of the trip driving compared to the total cost of the trip flying. The comparison should show the lowest airfare within 30 days prior to the departure date (15 to 30-day advance reservation), round trip mileage from home base to the airport, airport parking at the current long-term parking rate, and the cost of a shuttle, taxi or rental car. If a comparison is requested, it should be attached to the Travel Reimbursement Request.
  
- f. Rental Vehicle Approval/Reimbursement.
  - (i) Rental car use for UCIP business travel must be preapproved by the CEO.
  - (ii) If the cost of rental car use including gas charges, insurance and incidental rental charges is less than the equivalent mileage reimbursement for personal vehicle use, the employee will be reimbursed for all such actual rental costs.
  - (iii) If the cost of a rental car for instate travel exceeds the cost of equivalent mileage reimbursement for personal vehicle use, the employee will be reimbursed the amount of the equivalent personal vehicle use reimbursement only.
  
- g. Rental Vehicle Procedures.

- (i) Travelers must rent vehicles to be used for approved UCIP business in their own names.
- (ii) As most Utah automobile insurance policies include insurance coverage within the 50 states and the District of Columbia, and UCIP's liability coverage will cover claims in excess of policy limits, travelers should not need to purchase additional liability or physical damage insurance on the rental agreement. Travelers should check with their insurance agent to confirm if their policy covers liability and physical damage to rental vehicles. If the rental company offers Loss of Use insurance, which is not covered by personal insurance or UCIP, that additional insurance should be purchased and will be reimbursed to the traveler. If the traveler chooses to buy additional insurance other than Loss of Use insurance for rentals within the 50 states and the District of Columbia, the traveler will not be reimbursed for such additional insurance. If the travel is outside the 50 states and the District of Columbia, the additional insurance should be purchased and will be reimbursed.
- (iii) Liability and physical damage coverages provided by UCIP are for travelers on official UCIP business and necessary associated use only. It will not extend to side trips and other personal use by the traveler. Travelers should be sure their personal insurance will cover the rental vehicle for personal use.
- (iv) The traveler will be reimbursed the actual rate charged by the rental agency for a standard mid-sized car. Upgrades in size or model, made when picking up the rental vehicle, will not be reimbursed.
- (v) The traveler must have approval for a rental car, as described above, in order to be reimbursed for rental car parking.
- (vi) Traveler should not accept the fuel purchase option upon pick up of the rental car unless they are certain they will use enough gas to make that option cost effective. If this option is accepted solely for convenience at a higher cost than returning the vehicle with the same level of fuel as when picked up, the traveler will not be reimbursed. If the fuel purchase option is not used, the traveler will be reimbursed for the actual cost of fuel to return the vehicle with the same level of fuel as when picked up. Employees with UCIP business credit cards may use the card to purchase fuel for rental vehicle.

## **SECTION F LODGING POLICY**

- 1. Hotel Lodging.
  - a. Conference Hotel Lodging.
    - (i) For stays at a conference hotel, traveler will be reimbursed the actual cost, plus tax, for both in-state and out-of-state travel.
    - (ii) The traveler should coordinate with the CFO to make reservations but may make their own reservations for the conference hotel if special accommodations are needed.

- (iii) Additional costs for special accommodations and incidental room charges are not reimbursable to the traveler.
- b. Non-Conference Hotel Lodging.

  - (i) For in-state lodging at a non-conference hotel secured by the traveler, UCIP will reimburse the actual cost up to the rate set out in Rule 25-7 per night for single occupancy plus tax and any mandatory fees charged by the hotel, except as noted in the Table.
  - (ii) For out-of-state lodging at a non-conference hotel booked by the traveler, UCIP will reimburse the actual cost per night plus tax and any mandatory fees charged by the hotel, not to exceed the federal lodging rate for the location (see gsa.gov).
  - (iii) UCIP will reimburse the actual cost per night plus tax and any mandatory fees charged by the hotel, for in-state or out-of-state non-conference travel stays when reservations are booked by the CFO. If lodging is not available at the allowable rate in the area the traveler needs to stay, the CFO will book a hotel with the best available rate. In this circumstance, the traveler will be reimbursed at the actual rate booked plus tax and any mandatory fees charged by the hotel.
  - (iv) If a traveler chooses to stay at an in-state non-conference hotel other than one booked by the CFO that costs more than the In-State Hotel Rate Table 5 limit, the traveler will only be reimbursed the for the allowable rate plus tax and any mandatory fees charged by the hotel.
  - (v) If a traveler chooses to stay at an out-of-state non-conference hotel other than one booked by the CFO that costs more than the federal lodging rate for the location (see gsa.gov), the traveler will only be reimbursed the for the allowable rate plus tax and any mandatory fees charged by the hotel.
  - (vi) Employees traveling less than 50 miles in excess of their normal office commute are not entitled to lodging reimbursement without preapproval of the CEO.
  - (vii) When UCIP pays for a person from out-of-state to travel to Utah for UCIP business, reimbursement will be made on the same basis as for a Director or employee.
  - (viii) Lodging is reimbursed at the rates listed above for single occupancy only. For double traveler occupancy, triple traveler occupancy, and quadruple travel occupancy see rates set out in Rule 25-7.
  - (ix) Exceptions will be allowed for unusual circumstances when approved by the CEO or CFO prior to the trip.
  - (x) When lodging is required, travelers should stay at the lodging facility nearest to the meeting/training/work location in order to minimize transportation costs.

2. Hotel Lodging Receipts.
  - a. A proper receipt for lodging accommodations must accompany each request for reimbursement.
  - b. A proper receipt is a copy of the registration form generally used by motels and hotels which includes the following information:
    - (i) Name of motel/hotel.
    - (ii) Street address of motel/hotel.
    - (iii) Town and state of motel/hotel.
    - (iv) Telephone number of motel/hotel.
    - (v) Current date.
    - (vi) Name of person or persons staying at the motel/hotel.
    - (vii) Date(s) of occupancy.
    - (viii) Amount and date paid.
    - (ix) Signature of agent.
    - (x) Number in the party.
    - (xi) Occupancy (single, double, triple, or quadruple).
3. Lodging at other than a Motel/Hotel.
  - a. Private Residence.
    - (i) Travelers that stay with friends or relatives at a private residence rather than a motel/hotel will be reimbursed at the rate per night set out by Rule 25-7 with no receipts required.
  - b. Camper/Trailer.
    - (i) Travelers that use personal campers or trailer homes instead of staying in a motel/hotel will be reimbursed at the rate set out by Rule 25-7 per night with no receipts required, or actual cost up to the rate set out by Rule 25-7 per night with a signed receipt from a facility such as a campground or trailer park.



## SECTION G MEAL POLICY

1. Allowance Rates.
  - a. In-State Travel.
    - (i) The basic meal allowance for a 24-hour period of travel is set out in Rule 25-7.
    - (ii) The allowance rates include tax, tips, and other expenses associated with the meals.
  - b. Out-of-State Travel.
    - (i) The basic meal allowance for a 24-hour period of travel is set out in Rule 25-7.
  - c. Out-of-State Travelers Who Come to Utah.
    - (i) When UCIP pays for an out-of-state person to travel to Utah, the traveler may be reimbursed up to the out-of-state meal per-diem as set out in Rule 25-7.
    - (ii) Exceptions may be allowed for unusual circumstances when approved by the CEO or CFO prior to the trip.
  - d. Tier I Premium Locations.
    - (i) The Tier I Premium Locations are:
      - Anchorage
      - Chicago
      - Hawaii
      - New York City
      - San Francisco
      - Seattle
    - (ii) For meals in Tier I Locations the traveler may choose to accept the per diem rate for out-of-state travel or to be reimbursed at the actual meal cost, with original receipts, up to the rate set out in Rule 25-7 per day.
    - (iii) The traveler may choose different reimbursement methods during the trip; however, the same method of reimbursement must be used for an entire day.
    - (iv) The traveler will qualify for premium location rates on the day travel begins and/or the day travel ends only if the trip is of sufficient duration to qualify for all meals on those days.
    - (v) Reimbursement is for the traveler only. If more than the traveler's meal is charged on a receipt, this must be deducted to reflect the traveler's costs only.

- (vi) Actual meal cost includes tax and tip.
  - (vii) Alcoholic beverages are not reimbursable.
  - e. Tier II Premium Locations.
    - (i) The Tier II Premium Locations are:
      - Atlanta
      - Baltimore
      - Boston
      - Dallas
      - Los Angeles
      - San Diego
      - Washington, DC
    - (ii) The traveler may choose to accept the per diem rate for out-of-state travel or to be reimbursed at the actual meal cost, with original receipts, up to the rate set out in Rule 25-7 per day.
    - (iii) The traveler may choose different reimbursement methods during the trip; however, the same method of reimbursement must be used for an entire day.
    - (iv) The traveler will qualify for premium location rates on the day travel begin and/or the day travel ends only if the trip is of sufficient duration to qualify for all meals on those days.
    - (v) Reimbursement is for the traveler only. If more than the traveler's meal is charged on a receipt, this must be deducted to reflect the traveler's costs only.
    - (vi) Actual meal cost includes tax and tip.
    - (vii) Alcoholic beverages are not reimbursable.
  - f. Complimentary Meals.
    - (i) Complimentary meals of a hotel, motel, and/or association and meals included in the conference registration costs are deducted from the premium location allowance as set out in Rule 25-7.
2. Allowance Computation.
- a. The Day Travel Begins.
    - (i) The meal reimbursement the traveler is entitled to is determined by the time of day he leaves his home. (Travelers living on the Wasatch front are allowed one to two hours'

time for travel and reporting for boarding prior to the scheduled departure time. Travelers may be required to be at the airport earlier to go through security.) The 24-hour period is divided into four quarters for making the determination (see Table 3, Appendix A).

b. Days at the Location.

- (i) The traveler is entitled to the total meal allowance, as described above. This is reduced by any complimentary meals or meals included in function registration costs (see Complimentary Meals and Meals Included in a Registration Fee in this policy).

c. The Day the Travel Ends.

- (i) The meal reimbursement the traveler is entitled to is determined by the time of day he returns to his home. The 24-hour period is divided into four quarters for making the determination (see Table 4, Appendix A).

d. Tips and Tax on Meals.

- (i) Tips and tax on meals are included in the per diem amount.

e. Allowances for Non-Overnight Trips.

- (i) Under the following conditions an employee may be authorized by the CEO to receive a taxable meal allowance when their destination is at least 100 miles from their home and they do not stay overnight.

- (ii) Breakfast – When the individual leaves their home base before 6:00 a.m.

- (iii) Lunch – When the trip meets one of the following conditions:

- (A) The trip is of such duration as to warrant entitlement to breakfast and dinner.

- (B) The traveler leaves their home base before 10:00 a.m. and returns after 2:00 p.m.

- (C) The CEO provides approval based on circumstances.

- (iv) Dinner – When the individual returns to their home base after 6:00 p.m.

- (v) A meal allowance shall not be claimed or authorized for any complimentary meal(s) received by the employee.

f. Complimentary Meals.

- (i) Complimentary meals of a hotel, motel, and/or association, and meals included in the registration cost are deducted from the total daily meal allowance.

- (ii) Meals provided on airlines will not reduce the meal allowance.
  - (iii) Continental breakfasts will not reduce the meal allowance. For breakfast, if a hot food item is offered, it is considered a complimentary meal, no matter how it is categorized by the hotel/conference facility. The meal is considered a “continental breakfast” if no hot food items are offered.
- g. Meals Included in a Registration Fee.
- (i) The value of meals included in the registration for a function will be deducted according to the allowances listed above.
  - (ii) Continental breakfasts will not reduce the meal allowance.
- h. Foreign Countries.
- (i) The traveler may choose to accept the per diem rate for out-of-state travel or to be reimbursed the actual meal cost, with original receipts, not to exceed the United States Department of State Meal and Incidental (M&IE) rate for their location as of the date of travel.
  - (ii) The traveler may combine reimbursement methods during a trip; however, he/she must use the same method of reimbursement for an entire day.
  - (iii) Reimbursement is for the traveler only.
  - (iv) If more than the traveler's meal is charged on a receipt, this must be deducted to reflect the traveler's costs only.
  - (v) Actual meal cost includes tax and tip.
  - (vi) Alcoholic beverages are not reimbursable.

## **SECTION H INCIDENTAL EXPENSE POLICY**

1. Reimbursable Incidental Expenses.
  - a. Gratuities/Tips.
    - (i) Gratuities/Tips for various services such as assistance with baggage, maid service and bellman may be reimbursed up to an amount set out in Rule 25-7.
    - (ii) Allowances for meal reimbursements are inclusive of tax and tips and should not be reimbursed as incidental expenses.
  - b. Ground Transportation.



- (iii) Reimbursement of individual incidental expenses of more than \$20 without an original receipt must be approved by the CEO.

## **SECTION I REIMBURSEMENT PROCEDURE**

1. Reimbursement from UCIP.
  - a. Expense Reimbursement Request.
    - (i) Travelers must submit a UCIP Expense Statement to receive reimbursement from UCIP under this policy.
    - (ii) The form must have the traveler's original signature verifying the expenditures.
  - b. Receipts.
    - (i) Original receipts should be provided with the Expense Statement whenever possible.
    - (ii) A completed Expense Statement signed by the traveler in lieu of original receipt is acceptable for documenting expenses of \$20 or less.
    - (iii) Reimbursement of individual expenses of more than \$20 without an original receipt must be approved by the CEO.
  - c. Reimbursement Approval.
    - (i) With the exception of the CFO, all travel expense vouchers must be approved by the CFO.
    - (ii) If the traveler is the CFO, he/she should sign as the traveler but have the CEO sign for approval.
2. Reimbursement by a Third Party.
  - a. Third Party Reimbursement to UCIP.
    - (i) If a third party will reimburse travel related expenses of an employee that travels on UCIP time or for UCIP business, the traveler may seek reimbursement from UCIP and assist with UCIP's reimbursement by the third party.
    - (ii) This option should be used if the third-party reimbursement is less than what would be allowed by this policy.
    - (iii) Employee should submit a UCIP Expense Statement in accordance with section 1.A. above for reimbursement from UCIP.



- b. Exceptions.
  - (i) Any exception to this policy must be approved in writing by the CEO.
  - (ii) If an advance has been made that was in excess of the actual expense, and the excess amount may not be recoverable for any reason, the CFO shall notify the Board of Directors at their next meeting of such circumstance.

#### **SECTION K REVISION HISTORY**

- 1. Adopted: August 18, 2016
- 2. Revised: February 16, 2017
- 3. Revised: August 17, 2017
- 4. Revised: August 22, 2018
- 5. Revised: October 24, 2019
- 6. Revised: June 18, 2021

#### **SECTION L APPENDICES**

- 1. [Utah Office of Administrative Rules, Rule R25-7 Travel-Related Reimbursements for State Employees.](#)