

**SALT LAKE COMMUNITY COLLEGE**  
**STARR (Schedule of Travel Allowances and Reimbursement Rates)**  
**Current as of July 1, 2018**

**1. CONTRACTED AGENCIES**

- A. Designated Travel Agency – State Travel Office (801-538-3350)
- B. Contracted Car Rental Companies – *Travelers should use one of the two companies below whenever possible within the 50 states and may reserve through the State Travel Office or contact the companies directly to reserve vehicles. The corp. acct. number must be given at the time of reservation to ensure that required collision & liability insurance is included with the contracted rental rates, and this insurance should not be purchased separately. However, both collision & liability insurance must be purchased whenever a non-contracted company is used.* (SLCC motor pool, state fleet or personal vehicles may also be driven in state)
  - 1. Enterprise/National - corp acct #XZ47242
  - 2. Hertz - corp acct #0198552

**2. MEAL ALLOWANCES** - Alcoholic Beverages are non-reimbursable expenses.

	In-State	Out-of-State	* Premium City – Per Diem
Breakfast	10	10	13
Lunch	14	14	17
Dinner	19	22	29
Total	43	46	59

**Note:** Per Diem cannot be claimed for meals that are included with a conference registration fee or where meals are provided by a hotel, sponsor or third party.

**TRAVEL TIME SCHEDULE FOR ALLOWABLE MEALS**

Traveler Leaves or Returns	First Day of Travel	Last Day of Travel
12:01 a.m. to 6:00 a.m.	Full	-0-
6:01 a.m. to 12:00 noon	Lunch and Dinner	Breakfast
12:01 p.m. to 6:00 p.m.	Dinner	Breakfast and Lunch
6:01 p.m. to 12:00 midnight	- 0-	Full

**PREMIUM CITIES**

- 1. For premium cities denoted with an “\*\*\*”, traveler may choose to accept the per diem rate above or be reimbursed at the actual meal cost, with original receipts required, up to \$69 per day. To qualify, the traveler must be eligible for all three meals in each day the actual receipts rate is claimed.
- 2. **SLCC “Premium Cities”** - See 2<sup>nd</sup> page for list of most visited Premium Cities and denoted \* \$69 cities.
- 3. **Foreign Countries**- Traveler may choose out-of-state per diem rate or be reimbursed the actual meal cost, original receipts required, not to exceed the US Dept of State M&IE rate for that location.

**3. LODGING ALLOWANCE GUIDELINES**

- A. Conference: rate is accepted if registered in the conference hotel or a reasonable alternative. Non-conference: a reasonable rate will be accepted for the locale. In-State: written justification is required for rates exceeding the State lodging rate for the locale.
- B. Reimbursement for the use of a private residence or recreational vehicle (not personally owned) will be \$25.00 per night without receipts. Reimbursement for staying at a trailer park or campground may be up to \$40.00 per day with receipts.

**4. MILEAGE REIMBURSEMENT FOR PRIVATELY OWNED VEHICLES**

Reimbursement for a private vehicle is \$.42 per mile, or \$.54 per mile if a College motor pool car was not available and the trip is less than 50 miles one way. Motorcycle use is reimbursed at \$.20 per mile. **NOTE:** to be eligible for this reimbursement, the traveler must be current with the Safe Driver Training prior to travelling. (Travel to & from airport is an exception).

**5. TIPPING GUIDELINES - BUSINESS PURPOSE ONLY**

- A. Meal tips - where per diem is used, tips are included in the meal per diem allowance.
- B. Taxi and valet tips - not to exceed 20% of charge.
- C. Baggage tips – at airport or hotel, up to \$2.00 per bag (excludes carry-on luggage).
- D. Maid /housekeeping tips – up to \$3 per night.

**6. OTHER REIMBURSABLE COSTS**

- A. Ground transportation allowance from airport to hotel and return - \$20 each way including tips. Receipts are required if the taxi or shuttle trip exceeds \$20.
- B. Ground transportation to SLC airport - \$.54 mileage rate used for personal vehicles, or taxi service with receipts.
- C. Airport Long-Term Parking Fees - Receipts required (short term parking is not reimbursable).
- D. ATM cash advance fee - If using an ATM is necessary, one reimbursement of \$6.50 per trip is allowed to cover the ATM fees.

**7. TRAVEL RECEIPTS TO COLLECT AND ATTACH TO TRAVEL SETTLEMENT**

- A. Detailed hotel receipt (not a charge card slip).
- B. Receipts for long-term airport parking if used.
- C. Rental car receipts if used.
- D. Receipts for any other miscellaneous business expenses, and meal receipts if actual receipts method is used.
- E. Conference agenda.
- F. Airline itinerary and baggage fee receipts.

**SALT LAKE COMMUNITY COLLEGE**  
**List of Most Visited-PREMIUM CITIES**  
**Current as of July 1, 2018**

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**Alaska** – All

**Arizona**

GrandCanyon/Flagstaff  
Phoenix/Scottsdale  
Sedona  
Tucson

**Arkansas**

Little Rock

**California**

Fresno  
Los Angeles/Orange County  
Monterey  
Napa  
Palm Springs  
Sacramento  
San Diego  
San Francisco/Oakland  
Santa Barbara  
S. LakeTahoe

**Colorado**

Aspen  
Boulder  
Colorado Springs  
Denver  
Durango  
Telluride/Vail

**Connecticut**

Hartford/New Haven  
Bridgeport

**Florida**

Ft. Lauderdale  
Jacksonville/Ft. Myers  
Key West  
Miami  
Orlando  
Palm Beach/Boca Raton  
Tampa/St. Petersburg

**Georgia**

Atlanta  
Savannah

**Hawaii** - All

**Idaho**

Coeur D'Alene

**Illinois**

Chicago

**Kansas**

Wichita  
Kansas City

**Kentucky**

Lexington  
Louisville

**Louisiana**

New Orleans

**Maryland**

Annapolis  
Baltimore

**Massachusetts**

Boston/Cambridge  
Martha's Vineyard  
Nantucket

**Minnesota**

Minneapolis / St. Paul  
Duluth

**Missouri**

Kansas City

**Montana**

Big Sky  
Missoula/Kalispell

**Nebraska**

Omaha

**Nevada**

Reno/Sparks/  
Incline Village  
Las Vegas

**New Jersey**

Atlantic City  
Newark

**New Mexico**

Santa Fe / Taos

**New York**

Albany/Buffalo  
New York City-Boroughs

**North Carolina**

Atlantic Beach/Morehead  
Charlotte/Chapel Hill  
Raleigh

**Ohio**

Cincinnati/Cleveland  
Columbus

**Oklahoma**

Oklahoma City

**Oregon**

Portland

**Pennsylvania**

Malvern  
Philadelphia

**Rhode Island**

Providence

**S. Carolina**

Charleston  
Hilton Head  
Myrtle Beach

**Tennessee**

Knoxville  
Memphis  
Nashville

**Texas**

Austin  
Dallas / Fort Worth  
Houston  
San Antonio

**Utah**

Moab  
Park City  
Provo/SLC

(Only applies to those coming into Utah from out of state. Employees in UT receive in-state per-diem)

**Vermont**

Manchester

**Virginia**

Roanoke  
Richmond

**Washington**

Seattle  
Spokane  
Tacoma  
Vancouver

**Washington D.C.**

**Wisconsin**

Madison / Milwaukee

**Wyoming**

Rock Springs  
Jackson

**SALT LAKE COMMUNITY COLLEGE**  
**List of ACTUAL RECEIPT METHOD ELIGIBLE CITIES**  
**Current as of July 1, 2018**

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The traveler may choose to accept the per diem rate for out-of-state travel (\$59 per day) or to be reimbursed at the actual meal cost, with original receipts, up to \$69 per day. The traveler may use both reimbursement methods during the trip; however, the same method of reimbursement must be used for an entire day. Actual meal cost includes tax and tip. **Alcoholic beverages are not reimbursable.**

The Premium Locations eligible for actual receipt method are:

- **Anchorage-** Anchorage City Limits only
- **Chicago-** Includes Cook and Lake Counties
- **Hawaii-** Includes the islands of Hilo, Kauai, Maui, Oahu, Lanai and Molokai
- **New York City-** Includes the Bronx, Kings, Queens and Richmond Cities
- **San Francisco-** Includes San Francisco County
- **Seattle-** Includes King County