

**SALT LAKE COMMUNITY COLLEGE**  
**STARR (Schedule of Travel Allowances and Reimbursement Rates)**  
**Current as of January 1, 2021**

**1. CONTRACTED AGENCIES**

- A. Designated Travel Agency – State Travel Office (800-367-3230)
- 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
Breakfast	11
Lunch	14
Dinner	20
Total	45

Out-of-State per diem is according to current CONUS Rates. Rates can be found in Chrome River or on the GSA site, <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**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

**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 \$.38 per mile, or \$.56 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 - \$.58 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.