

SALT LAKE COMMUNITY COLLEGE
STARR (Schedule of Travel Allowances and Reimbursement Rates)
Current as of January 25, 2024

1. TRAVEL AGENCY

Flights should be booked through our contracted travel agency. This can be done either through Lightning or by contacting the agency by email or phone. Non-conference hotels and rental cars can also be booked through the travel agency and will require a p-card or personal card. Flights will be booked using the SLCC corporate card.

- **Corporate Travel Partners, 833-665-2711, slcc@ctptravelservices.com**
 - **Lightning can be accessed through [CTM Portal](#).**
 - **Student Group travel must be booked through CTP Group Travel, 800-810-2695 groups@ctptravelservices.com.**
- **State Travel (Christopherson Travel), 800-367-3230, statetravel@utah.gov – Only for booking air travel using previously canceled ticket credits.**

2. CAR RENTAL

Contracted Car Rental Companies – *Travelers should use one of the two companies below whenever possible within the 50 states. 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. Rental cars can be booked on Lightning or directly with the rental agency.* (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

3. MEAL ALLOWANCES - Alcoholic Beverages are non-reimbursable expenses.

SLCC utilized the current CONUS Rates for per diem. These rates are set by location. Rates can be found in Chrome River or on the GSA site, <https://www.gsa.gov/travel/plan-book/per-diem-rates>. SLCC does not pay the incidental per diem.

Note: Per Diem cannot be claimed for meals that are included with a conference 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. Reimbursement for the use of a private residence or recreational vehicle (not personally owned) will be \$25.00 per night without receipts.
- B. 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 \$.67 per mile as of January 1, 2024.

NOTE: to be eligible for this reimbursement, the traveler must be current with the Safe Driver Training prior to traveling. Employees are encouraged to utilize motor pool vehicles whenever possible.

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 \$5.
- D. Maid /housekeeping tips – up to \$5 per night.

6. OTHER REIMBURSABLE COSTS

- A. Ground transportation allowance from airport to hotel and return - \$25 each way including tips. Receipts are required if the taxi or shuttle trip exceeds \$25.
- B. Rideshare companies may be used for transportation.
 1. SLCC has a business account with Uber and Lyft. [Click here for more information.](#)
- B. Airport Long-Term Parking Fees - Receipts required (short term parking is not reimbursable).
 1. Third party parking may be used, such as The Parking Spot, Diamond Parking, etc.
 2. The Parking Spot has a discount program with the State of Utah. [Click here for more information.](#)
- C. ATM cash advance fee - If using an ATM is necessary, one reimbursement of \$6.50 per trip is allowed to cover the ATM fees.