Appendix Number 3

EMPLOYEE TRIP ADVANCEMENT/REIMBURSEMENT AUTHORIZATION FORM

NAME _____ DATE _____

PURPOSE OF TRIP _____

FROM (DATE) _____ TO (DATE) _____

DATE _____ TRAVEL FROM TREMONTON TO _____ MILES _____

DATE _____ TRAVEL FROM _____ TO _____ MILES _____

DATE _____ TRAVEL FROM _____ TO _____ MILES _____

DATE _____ TRAVEL FROM _____ TO _____ MILES _____

TOTAL _____

TRAVEL BUDGET ACCOUNT # _____

TRAVEL: _____ MILES @ .54 = $_____.____

MEALS (In-State): BREAKFAST ____ @ 10.00 = $_____.____

LUNCH ____ @ 14.00 = $_____.____

DINNER ____ @ 16.00 = $_____.____

SUNDRIES ____ @ 5.00 = $_____.____

TOTAL..... = $_____.____

LESS TRIP ADVANCE REFERENCE # _____ (CHECK NO.) $(_____.___)

TOTAL TO BE PAID (RETURNED) ..... $_____.____

I certify that the information contained in this form is correct to the best of my knowledge.

TRAVELER _____ SUPERVISOR _____

. . . . . .

TREMONTON CITY POLICY ON REIMBURSABLE EXPENSES

SECTION XV: REIMBURSABLE EXPENSES

G. Per Diem. Tremonton City shall adopt the existing and future per diem rates, plus five dollars ($5.00) for sundries, set by the State of Utah for reimbursable expenses and staff is authorized to update rates in this policy as the State updates their rates (as found at http://fleet.utah.gov/travel/. Rates last updated in this policy February 5, 2014). Each employee shall complete and submit the Employee Trip Advancement/Reimbursement Authorization Form (Appendix Number 3) to Accounts Payable. No per diem shall be authorized for spouses or partners. The employee shall not be responsible to reimburse the City for unexpended per diem funds. Conversely, the City shall not reimburse employees for amounts spent above the per diem amounts. All per diem amounts include costs associated with taxes and tips.

(1) Department Heads shall determine when the payment of per diem allowances is warranted. The following guidelines are to aid the Department Head in making the decision to authorize per diem allowances:

(a) Work assignment takes an employee further than seventy-five (75) miles from their origin of work; and/or

(b) Work assignment requires an employee to attend a training, conference, or event outside of the incorporated City limits and outlying areas that lasts the majority of the work day; and/or

(c) Work assignment requires an employee to spend the night away from their personal residence; and/or

(d) Other unusual factors relating to the work assignment.

(2) Department Heads shall use the following guidelines when determining when to deny the payment of per diem allowances:

(a) When a meal (excluding continental breakfast) is provided as part of the event, the City employee shall not be eligible for a per diem amount for that meal.

(b) Meals purchased by the Department Head with a City credit card for legitimate business purposes when employees are engaged in training or under other unusual circumstances.

H. Employees that are eligible for per diem shall receive one hundred (100) percent of the total per diem amount for that day regardless of the time that they depart or return from their travel.

I. In-State Per Diem Allowances. In-State travel shall be compensated by the following specific per diem allowances:

(1) Breakfast: $10.00 maximum.

(2) Lunch: $14.00 maximum.

(3) Dinner: $16.00 maximum.

(4) Sundries: $ 5.00 maximum.

J. Out-of State Per Diem Allowances. Out-of State travel shall be compensated by the following specific per diem allowances:

(1) Breakfast: $10.00 maximum.

(2) Lunch: $14.00 maximum.

(3) Dinner: $22.00 maximum.

(4) Sundries: $ 5.00 maximum.

K. Out-of State Premium Cities Per Diem Allowances. Premium cities, which include Arlington, Atlanta, Baltimore, Boston, Chicago, Los Angeles, New York, Orlando, San Diego, San Francisco, and Washington DC., shall be compensated by the following specific per diem allowances:

(1) Breakfast: $15.00 maximum.

(2) Lunch: $19.00 maximum.

(3) Dinner: $28.00 maximum.

(4) Sundries: $ 5.00 maximum.