

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
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TRAVEL POLICY		
<p><b>RATIONALE:</b> This policy establishes the regulations and requirements for processing travel on behalf of the department. The Utah Department of Health and Human Services and collectively all its operational units are responsible for ensuring compliance with this policy.</p> <p><i>Related Policies, Applicable Standards, Statutes: Utah Code Title 63A-3-106 and 63A-3-107, DHRM Rules, R477-8-12. Commuting and Travel Time, R477-8-2. Telework, R25-7 Travel-Related Reimbursements for State Travelers, R27-3. Vehicle Use Standards, FIACCT 10.</i></p>		
Original Effective: July 1, 2022	Revision: August 27, 2024	Next Review Due: September 1, 2029

## I. DESCRIPTION

This policy establishes the department's regulations and requirements for processing travel. For all other travel regulations the department adheres to state finance policy. This policy supersedes any previous policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which the department shall adhere.

## II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Alternate worksites:** Work environments, not in a state building, that include internet connectivity, required technology, resource access, safety and security where the hybrid worker performs their tasks with the same quality as in an office location. Typically in an employee's residence, remotely ("in the field"), or an alternate location approved by the employee's supervisor.

- B. **Assigned state building:** The designated state building to which an employee will report for in-office hours (if applicable) or where the supervisor requires the remote worker to report in person, when applicable.
- C. **DFA:** The Division of Finance and Administration is the DHHS operating unit that oversees the financial operations and administration side of the department.
- D. **DHHS or department:** The Utah Department of Health and Human Services and any operational unit within.
- E. **Expense report:** A request for reimbursement entered in the state finance approved travel system by the traveler and approved by their management workflow.
- F. **GSA rates:** The generic term for the federal travel reimbursement rates, sometimes called per diem rates. Reimbursement rates for travel are determined by location and are established by the U.S. General Services Administration, Department of Defense, and the Department of State. Rates can be found on the U.S. General Services Administration website.
- G. **Home base:** The employee's home residence, assigned state building, or an alternate work location approved by the employee's supervisor.
- H. **OU:** Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy director, or an assistant deputy director. The Utah State Hospital and Utah State Developmental Center are considered OUs.

### III. POLICY

- A. Travel processing
  - 1. Employee travel shall be processed in the state finance approved travel system. Non-state employee travel shall be processed in the DHHS approved travel system and reimbursed through FINET.
  - 2. Employees are responsible for the accurate and timely submission of their travel request and expense report. All expense reports shall be completed (submitted, reviewed, and approved) within 45 days of the travel. For fiscal year end, OUs and employees are responsible to process travel reimbursements within department-required time frames for closeout.
  - 3. OUs shall direct any travel exception or question to the travel office of the Division of Finance and Administration at [dhhsstravel@utah.gov](mailto:dhhsstravel@utah.gov).
  - 4. The DHHS executive director or designee shall approve airfare, whether it is in-state or out-of-state.

5. The employee's supervisor or designee shall approve personal travel in connection with, whether it is before, during, or after, travel on official state business before the employee's departure date. The employee shall reimburse or pay excess costs, in accordance with FIACCT 10-4.

B. Travel requests

1. Employees shall make sure all travel on behalf of the department is approved before their departure.
  - a) Employees shall make sure out-of-state travel is requested and approved through the state finance approved travel system.
  - b) Employees shall make sure in-state travel is requested and approved through the state finance approved travel system or by written or verbal approval by the traveler's management, in accordance with OU guidelines.
    - 1) The department encourages employees to enter all travel requests into the state finance approved travel system.
  - c) Non-state employees shall make sure travel is requested and approved through the DHHS approved travel system.
2. Travel requests shall include adequate supporting documentation. See FIACCT 10-4 for additional information.
3. The executive director or designee shall approve out-of-state travel.
4. The executive director or designee and the governor's chief of staff or designee shall approve international travel, as defined by state finance travel policy.

C. Travel reimbursements

1. Traveling employees shall make sure expense reports are entered and processed in the approved state finance travel system.
2. Non-state employees shall use appropriate state finance forms to submit requests for reimbursement through their OU approval chain to be processed in FINET.
3. Eligibility for reimbursement shall be based on the closer of the traveler's home bases, as determined by Section III.D.5. of this policy.
4. Employees shall submit expenses to be reimbursed, except meals and incidental expense per diems, with original, itemized receipts.

D. Personal vehicles

1. Travelers may request reimbursement at the approved state mileage rate for mileage between their destination and their nearest home base when traveling on state business.

2. Employees shall not be reimbursed for mileage between their home bases when traveling for approved business purposes.
3. Only the owner of the vehicle may be reimbursed for mileage, regardless of the number of people in the vehicle.
4. In accordance with state policy, employees are encouraged to use state vehicles or rental vehicles using the department-contracted vendor whenever one is reasonably available.
5. Calculating mileage reimbursements for business activities shall be determined using the employee's home base.
  - a) Each employee has at least two home bases: their assigned state building and their home residence or an alternate work location approved by the employee's supervisor.
  - b) A worker designates one assigned state building on their hybrid work agreement for mileage and air quality reporting. They have the flexibility to work in free address workspaces at other state buildings, as allowed by their OU supplemental policies and with permission from their supervisor, according to the building free address workspace availability and regulations.
  - c) The department will only reimburse the mileage from the home base closest to the trip destination.
  - d) For trips with multiple destinations, mileage reimbursement for the initial destination is determined using the closest home base; each subsequent destination is reimbursed in accordance with the actual mileage.
6. The OU director shall provide written approval for all private-vehicle mileage reimbursements paid in excess of \$2,000 to an employee in a fiscal year. This approval shall document the justification and explanation for why the amount is over \$2,000 and explain why fleet vehicles or department-contracted vendors are not appropriate for the employee's travel.

E. Cash advances

1. Travelers shall contact the Division of Finance and Administration travel team at [dhhstravel@utah.gov](mailto:dhhstravel@utah.gov) before requesting a cash advance to make sure the traveler has access to the state finance travel module.
2. Travelers shall submit a travel request in the state finance approved travel system to request a cash advance, even if traveling in-state.

3. Cash advances may be requested for up to 90% of anticipated travel costs, as defined in FIACCT 10-5.
4. Travelers may only have one outstanding cash advance at a time. Once a traveler applies their cash advance to an expense report and the report is finalized, the traveler may be approved for a new cash advance.
5. Travelers who receive a cash advance shall add all travel expenses to an expense report in the state finance approved travel system and apply the cash advance to the report.
  - a) Travelers may be reimbursed for expenses that exceed the cash advance amount.
  - b) Travelers shall pay back money left from the cash advance to the department in the form of a personal check or money order.

F. Booking tool

1. Access to the state finance approved booking tool shall be limited to two designated travel coordinators within each OU. Additional access can be added with further justification and DFA approval. Contact [dhhstravel@utah.gov](mailto:dhhstravel@utah.gov) for additional information.
2. When booking on behalf of a traveler, coordinators shall attach additional comparisons to show that the lowest fare was selected in accordance with state finance policy.

G. Final interview airfare compensation

1. DHHS may pay for travel expenses for candidates selected for a final interview for EDO, ELT, or hard-to-fill positions within the department.
2. EDO shall approve airfare costs in advance for candidates selected for a final interview for hard-to-fill positions.

## IV. PROCEDURE

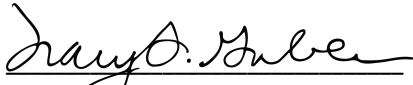
A. Final interview airfare compensation

1. OUs that wish for airfare to be covered for a candidate selected for a final interview for a hard-to-fill position shall seek approval, in advance, from EDO.
  - a) The OU director shall email their section deputy director or assistant deputy director with the request, with an explanation of why the position is hard to fill.
  - b) The deputy director or assistant deputy director shall review the request and discuss with other members of EDO if needed.

- c) The deputy director or assistant deputy director shall notify the OU of the decision via email.
- d) The OU director shall email dhhstravel@utah.gov about travel arrangements if the deputy director or assistant deputy director approves the travel to make sure airfare is booked in accordance with state finance policy.

## **V. EXCEPTIONS**

- A. The OU director may assign a DHHS state building location different from the designated state office assigned in the state's HR system for the purpose of determining mileage reimbursements for business activities. This is allowed contingent on the following circumstances:
  - 1. For employees with residences more than 50 miles from an assigned work location, such as MASOB, Cannon, TSOB, or LAB;
  - 2. For limited instances where it is not practical to use other fleet options, such as arranging for a motor pool vehicle;
  - 3. Employees are not reimbursed for mileage for commuting to and from their home and regular place of work; and
  - 4. The OU director's written exception is documented and included with payment supporting information.
- B. The executive director may make exceptions to this policy, in accordance with procedures outlined in DHHS Policy 01-01.

  
Tracy S. Gruber  
Executive Director

August 27, 2024  
Date