



## **Travel Policy**

- (1) Authorization
  - (a) Any person may travel for official college business at college expense providing the travel has been authorized by an Executive.
  - (b) Travel Authorization Forms must be completed and authorized for all travelers prior to the first day of travel and must include projected expenditures. Each traveler should submit a separate Travel Authorization Form, except when group travel will be covered under one Travel Authorization Form and the organizer of the group completes and submits a single form. To ensure proper reimbursement, signatures from the appropriate person authorizing the travel must be obtained.
  - (c) Travel that was not authorized as required herein may not be reimbursed without the approval of an Executive.
- (2) Airline and lodging reservations should be made by the Travel Coordinator unless approved by a College Executive. In all cases, effort should be made to ensure that travel is as economical as reasonably priced as possible. Expenses may be paid by the traveler and pre-approved out-of-pocket expenses reimbursed by check from Dixie Technical College. Authorized expenses may be paid with the traveling employee's P-Card. Travelers should provide Dixie Tech's Utah state sales tax exempt number for all purchases and not pay state sales tax.
- (3) Meals
  - (a) Dixie Tech provides a meal allowance for all college travel. This allowance is not normally taxable income to the employee.
  - (b) No meal allowance is provided for travel within Washington County unless an overnight stay is involved.
  - (c) Meals and incidental expenses will normally be reimbursed at GSA rates (see [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)) unless reimbursement for the actual expense of a meal is requested and approved by a College Executive.
    - (i) The standard per diem amount for meals should be adjusted for meals not eaten as part of the trip (i.e., when the traveler is traveling for only a portion of the day).
    - (ii) The College will reimburse the recipient for meals away from home without regard to meals provided by airlines, conferences or meetings. This will allow the traveler flexibility in managing his/her daily meal allowance, and may enable him/her to claim the standard allowance even when some meals may substantially exceed the allowance for that meal.
- (4) Mileage and other standard reimbursables.

- (a) Mileage will be reimbursed at the standard IRS rate. Each request for authorization shall include:
  - (i) Exact origination and destination points (via addresses or web-map service);
  - (ii) Total mileage;
  - (iii) The date(s) of the trip;
  - (iv) The college purpose of the trip (clearly showing the benefit to the college); and
  - (v) Executive approval (the approver must not report to the employee requesting reimbursement, except that the College President's travel shall be approved by a College Vice President, or such other person as required by USHE policy).
- (b) Lodging with relatives is reimbursable at \$40 per night.
- (c) The maximum allowance for gratuities is 20% of meals and taxi service.
- (d) The College President shall be reimbursed for business miles if he receives an auto allowance, or reimburse the College for personal miles if he has the use of a College vehicle, at the rates established by USHE policy R205-6 on at least an annual basis.
- (5) Travel Claims
  - (a) A completed travel claim form is required within 30 days following the return of the trip.
  - (b) Travel claims filed after the 30 day deadline may be denied by the Controller in his discretion.
  - (c) Travel claims requesting reimbursement for costs exceeding the estimate on the travel authorization form by greater than 10% will require approval from an Executive.
  - (d) Receipts are always required for reimbursement of expenses except where standard rates such as per diem and mileage are applied.
- (6) The Chairman of the College's Board of Trustees shall review the President's state funded out of state travel expenses annually in accordance with USHE policy R212-2.1.
- (7) The travel, meal and other travel expenses of COE Accreditation Visiting Teams shall be made in accordance with COE policy.

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Amended September 21, 2023; January 11, 2023; November 2, 2022; March 2, 2022; November 19, 2018