



Schedule of Allowable Rates

Approved by President’s Cabinet 11/11/2021

(Subject to change without prior notice.)

A. TRANSPORTATION

College Vehicles - Use of a College vehicle is preferred unless there are no vehicles available.

1. See the College Motor Pool policies and procedures for information regarding College vehicles. This is found on the Campus Services page on the Snow College website.
2. When using College vehicles departmental budgets will be charged by the mile. These rates are currently:

Rate	Sedans/Cars	SUVs	Sprinter Vans	Other Fees	Insurance
Mileage rate	\$0.50/mile	\$0.75/mile	\$1.10/mile	Cleaning fee when extra cleaning is required	Dept. pays deductible on preventable incidents
				No Show & No Notification Fee \$ 25	

Personal Vehicles - Use your private automobile only if the itinerary or other aspects of College business make it the most practical method of travel.

1. The mileage rate is intended to reimburse the traveler for gasoline, oil, normal maintenance, insurance, etc. It is not intended to reimburse full costs; it is to cover the incremental costs incurred when using your private vehicle for College related travel.
2. Mileage is reimbursed from your place of work, not your home.
3. Expenses incurred due to automobile mechanical failure or accidents, including personal automobile insurance deductions are not reimbursable, nor are fines for parking or traffic violations.
4. The College insurance program does NOT provide coverage for any personal vehicle whether or not the personal vehicle is used for College business.
5. Transportation by personal vehicle will be reimbursed at the approved mileage rate or the applicable in-lieu-of coach airfare rate, whichever is lower. Reimbursement for use of a personal vehicle will be based on direct travel mileage reviewed in the Controller’s Office and compliance with the Vehicle Use Policy.
 - a. The approved mileage rate at this time is:

Mileage - College	Private Vehicle Rate, when State car is Available	Private Vehicle Rate, when State car is NOT Available
	\$0.50 per mile	\$0.56 per mile

6. Please be specific in your “from city” and “destination city” when completing the Travel Authorization and Reimbursement Form (TAR Form).

Rental Cars - The College will pay for the most reasonable rental car available. Costs for unauthorized upgrades will remain the responsibility of the traveler. Gas purchases will only be reimbursed for rental cars and original, itemized receipts must be provided. College P-cards can be used to pay for rental cars and fuel for that rental car. The College prefers travelers use State contracts for rental cars. The rental car state bid contract # needs to be on the rental agreement. For a listing of all state contracts please refer to the Procurement Services page on the Snow College Website.

Air Transportation - Travelers are expected to choose the most prudent method of transportation for their situation. Travelers may use private or rental vehicles in lieu of air transportation when the total cost of using the private vehicle, including mileage and costs incurred en route (meals, lodging, tolls, etc.) and parking fees at the destination, do not exceed the total amount that would have been incurred with airline travel.

1. The College will pay up to Coach Rate for air transportation. Choice or Preferred seating is only allowed when there are no other seats available and requires prior approval from the traveler’s supervisor. Early Bird Check-in is not a reimbursable expense.
2. Reservations are to be made in a timely manner to take advantage of the best fares. Travel agencies operating under State contracts usually offer the best value.
3. Receipts received when tickets are purchased must be included with P-card documentation or the original passenger receipt or e-ticket receipt is required for reimbursement.

Miscellaneous Transportation – Taxis and Shuttle Services – Snow College will reimburse you for expenses for taxis or shuttle services for travel between the airport or rail station to your hotel, appointment and/or conference location(s). Obtain original, itemized receipts for all such transportation. P-cards can be used for miscellaneous transportation costs.

II. LODGING

1. Depending on the location and schedule of your meeting/conference, it may be necessary to stay in a reasonably priced commercial class hotel or motel the night before or the night after the meeting/conference.
2. Lodging expenses should be charged to P-cards unless traveler has not been issued a P-card. Reasonable lodging expenses will be reimbursed with the original receipt that includes a copy

of an itemized listing of all lodging charges. Some hotels will honor the College’s tax exempt status when presented with a tax exempt certificate.

- Where travelers elect to lodge at other non-commercial motels or hotels (i.e., with friends or relatives, campers or campgrounds, etc.), the traveler will be reimbursed a set rate without a receipt of \$20.00 per night. This will need to be indicated on your TAR Form in the lodging category to be reimbursed.

III. MEALS

	In-State Rate	Out-of-State Rate**	Foreign Countries
Daily Meal Allowance	\$45.00	\$50.00	The traveler may be reimbursed actual meal cost with original receipts. All foreign travel meal reimbursements must be reviewed and approved by the Snow College Controller’s Office as reimbursement are based on the exchange rates on the date of the meal transactions. If the traveler’s personal credit card was used for foreign travel and the credit card statements details actual U.S. Dollars charged to the traveler’s personal credit card, the actual charge will be reimbursed in full without the need of the Controller’s office to do a currency conversion.
*Breakfast	\$11.00	\$13.00	
*Lunch	\$14.00	\$14.00	
*Dinner	\$20.00	\$23.00	

**To be deducted from the daily meal allowance rate: 1) based on travel departure time, 2) based on travel return time or 3) if meal is complimentary of a hotel, motel and/or association included in the registration of the function.*

*** This is the general out of state rate. Out of State Rate may increase if traveling to a Tier I or Tier II destination as outlined below:*

- If traveling to a Tier 1 premium location (Anchorage, Chicago, Hawaii, New York City, San Francisco, and Seattle), the traveler may choose to accept the per diem rate for out-of-state-travel (as shown above) or to be reimbursed at actual meal cost, **with original receipts**, up to \$71 per day.*
- If traveling to a Tier II premium location (Atlanta, Baltimore, Boston, Dallas, Los Angeles, San Diego, and Washington, DC), the traveler may choose to accept the per diem rate for out-of-state travel (as shown above) or to be reimbursed at the actual meal cost, **with original receipts**, up to \$61 per day.*

- Meals complimentary of a hotel, motel, and/or association or included in the registration for the function decrease the daily meal allowance and are, therefore, not reimbursable. However, meals provided on airlines and continental breakfasts do NOT decrease the daily travel meal allowance. Some examples of a prorated in-state daily meal allowance are as follows:

- a. If breakfast is provided, deduct \$11.00, leaving a meal allowance for that day's lunch and dinner of \$34.00.
 - b. If lunch is provided, deduct \$14.00, leaving a meal allowance for that day's breakfast and dinner of \$31.00.
 - c. If dinner is provided, deduct \$20.00, leaving a meal allowance for that day's breakfast and lunch \$25.00.
2. College P-cards may not be used to purchase meals claimed under the established daily meal allowance rate unless the traveler is traveling with student groups or traveler is paying for meals for College employees where prior Vice President or Provost approval has been obtained. Original itemized receipts for travel meals that are allowed to be put on P-cards must be kept with traveler's P-card files. Traveler must reference "Paid by P-card" where appropriate on TAR form.
 3. Meal tips and tax are included in the daily meal allowance rates.
 4. Alcoholic beverages are not reimbursable.
 5. Daily meal allowance is only for overnight trips.
 6. The daily meal allowance the traveler is entitled to is prorated based on the time of day the traveler leaves and returns to campus (or home).
 - a. Breakfast – When the traveler leaves their applicable campus (or home) before 6:00 am.
 - b. Lunch – When the trip meets one of the following conditions:
 - i. The traveler is on an officially approved trip of such duration as to warrant entitlement to breakfast and dinner.
 - ii. The supervisor provides prior written approval based on unusual circumstances.
 - c. Dinner – When the traveler returns to their applicable campus after 7:00 PM.
 7. Meal allowance for non-overnight trips - Under the following conditions a traveler may be authorized by the traveler's supervisor to receive a taxable*** meal allowance when the traveler's destination is at least 100 miles one-way from the traveler's applicable campus. The meal allowance is not considered an absolute right of the traveler, especially if the budget of the department is not adequate to handle the meal allowance.

*(***Required by IRS regulations for travel without overnight lodging (taxable meal reimbursements must be processed using a payroll action form).*
 8. Entertaining for Business - In the event an employee entertains with meals for business purposes while traveling, the employee should include his/her meal in the total cost rather than claiming per diem separately. Prior VP of Finance or Provost approval of entertainment meals is required. Entertainment meals can be paid for with a College P-card. An Optional Support form and original, itemized receipt must be submitted with the document.
 - a. Exceptions may be made to the per diem rates listed above for hosting events for certain College related functions. The hosted meal should be paid with an employee Pcard, where possible, and approved by the appropriate cabinet level supervisor. All applicable Pcard policies and procedures for reporting purposes must be followed for hosted meals.



III. MISCELLANEOUS EXPENSES

1. Airline Baggage Fees – Snow College will reimburse you for the cost associated with one checked bag each way.
2. Internet Access - Internet access (e.g. hotel, airport, hotspot, etc.) is an allowable expense provided that the access is necessary for business purposes and not personal use.
3. There is a daily personal call allowance at \$5.00 per night. (Not applicable to employees currently receiving a cell phone stipend.)

IV. DESIGNATED BUDGET AUTHORITY

The Supervisor and/or Budget Holder is responsible to ensure that the travel reimbursement transaction is a legitimate business expenditure, which complies with all of Snow College policies and is supported by adequate documentation.

V. TRAVELING WITH YOUR SPOUSE OR OTHER DEPENDENTS

No travel, lodging or meal expenses for your spouse or other dependents, above the cost of your expenses will be reimbursed to you. Personal travel expenses for your spouse or other dependents cannot be incurred in the name of Snow College with the intention they will be reimbursed by you to the College. (If you choose to skip the provided dinner at your training/conference to eat with your spouse or friends, you will not be reimbursed for that meal since it was provided in your training/conference price.) If personal travel is combined with College business travel, only the business portion of the trip is an allowable expense. Personal expenses should be paid for using personal credit cards or other methods that do not result in the College paying for the personal expense.