

## Travel Expenses: Mileage, Per Diem and Lodging

All expenses for which a staff member seeks reimbursement or which were paid in whole or in part by ULS, as by prepaying airfare, must be detailed on a Travel Expense Claim/Mileage form, even if the traveler's monetary advance equals expenses.

### 1. In-State Travel

Reimbursement of \$.50 per mile for ground transportation will be paid to any ULS advocate who must use her own car to travel on behalf of a client (e.g., to court or for an in-person interview) or any staff member who uses his own car to travel on pre-approved business (e.g., buying postage, training events). ULS pays \$24 per day (\$8 per every even multiple of 8-hours) for meals, but no payment can be made unless the traveler is away from her usual office on ULS business for at least 8 hours. Lodging is payable at the going rate for a standard motel room in the city where the traveler spends the night. Since ULS is tax exempt, please take a copy of ULS' tax exempt letter, available from SSU, to avoid paying taxes on lodging; ULS cannot reimburse amounts paid for taxes which should have been waived.

### 2. Out-of-State Travel

All out of state travel must be pre-approved, whether to attend a training conference or to argue an appellate case. The traveler should submit a Training/Travel Request form, available from SSU, to his supervisor. SSU will make all travel arrangements, including side trips requested by the traveler and to be paid for at his own expense; if the traveler makes his own arrangements, ULS will reimburse only the cost of the least expensive travel arrangement that would have served ULS' purpose. For those driving their own cars, mileage is reimbursed at \$.50 per mile; other ground transportation is reimbursed at the actual cost for the taxi, bus, etc.

ULS pays \$36 per day (\$12.00 per every even multiple of 8 hours) for meals, but no payment can be made unless the traveler is away from her usual office on ULS business for at least 8 hours. Lodging is payable at the going rate for a standard room in the city where the traveler spends the night. (ULS is not tax exempt in other states.)

With the exception of per diem, no reimbursement is payable unless an expense is actually incurred; we cannot pay any amount for a staff member's stay with friends or relatives. ULS will not pay for a rental car unless the total cost for transportation (ground and/or air) supplanted by the rental car exceeds the cost of the rental car and gas (which may occur when multiple staff attend one event).

Please use the following mileage segments to compute your travel:

*Logan <46> Ogden <38> Salt Lake <45> Provo <78> Price <62> Green River <52> Moab <56> Monticello  
Provo <28> Heber <70> Duchesne <29> Roosevelt <30> Vernal • Provo <92> Delta  
Provo <42> Nephi <75> Salina <15> Richfield • Provo <205> Cedar City <54> St. George*