

Applying for training: Fill out the non-grayed portions of this form and attach a flyer describing the training event. Submit your request to your manager as far in advance of the training as possible. Decisions on sending staff to training are made based on the need to meet CLE requirements, on the value of the substance of the training to the individual's work at ULS, on the number of people applying to attend the same event and on the training budget.

For single events costing less than \$100.00: only your managing attorney must approve. Ideally the registration fee is paid out of the office's imprest account or through SSU. If you pay yourself and seek reimbursement, a *paper trail* showing two things must also be provided: that you attended the training, and that you paid for the training. You will also need to fill out a Disbursement Authorization, or "DA form", and have that signed by your managing attorney.

For conferences and trainings costing more than \$100: final approval must come from SSU. Your managing attorney signs first, then the request is forwarded to SSU. After the approval SSU will, in consultation with you, make your travel and hotel arrangements and pay your registration. We always look for the least expensive arrangements (albeit with "reasonable" scheduling); additional personal excursions are generally allowed but the extra cost is up to the traveler. You can agree to accept the cheapest-means reimbursement but then take vacation time and use an alternate method of travel and thereby agree to pick up any additional costs. Chargeable time for travel is also limited to the most cost-effective means.

Cash Advance: If you need a cash advance use a travel claim form to make that request. Submit the form at least fifteen days in advance of the event. The advance will be paid into your bank account as an electronic funds transfer (on a different day than payday); you will get notice on paper when the payment is made. Upon your return, add this amount to the "Advance" value on your reimbursement request form.

Per Diem: In State: ULS pays \$24 per day (\$8 per every even multiple of 8-hours) as per diem, but no payment can be made unless the traveler is away from her usual office on ULS business for at least 8 hours. **Out of State:** ULS pays \$36 per day (\$12.00 per every even multiple of 8 hours) for per diem outside the state of Utah, but again no payment can be made unless the traveler is away from her usual office on ULS business for at least 8 hours.

Getting Reimbursed: Upon your return you must submit a "Travel Expense/ Mileage Claim" form detailing the costs. Costs already paid by ULS – such as registration fee, air fare, travel advance or prepaid hotel charges - should be noted on the form and included in the "Prepaid Air" or "Advance" values. **Receipts that must attached:** Except meal receipts which need not be saved (as per diem is paid at the rates above regardless of expenditure,) all available receipts should be attached. This includes actual boarding passes and other airline receipts, taxi, shuttle, car rental or other ground transportation, parking at the airport or elsewhere, hotel receipts and any other receipts showing expenses for which reimbursement is sought.

All the above mentioned forms are available on the ULS website