

State of Utah	REF. NR-97-A-4	PAGE 1 of 1
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 06/28/97	
POLICIES AND PROCEDURES	REVISION DATE	
SUBJECT: Reimbursement for Driving		
Ted Stewart, Executive Director		

I. PURPOSE

This policy sets out the procedures to be followed in order to obtain permission to drive in lieu of flying. With department executive director approval, an employee may choose to drive on state business rather than fly. However, there are several procedures which the traveler must follow for the state to reimburse the cost of driving.

II. POLICY

For travelers who drive a state-owned vehicle, the state will reimburse allowable expenses for the same period of time that would have occurred had the employee flown. If the traveler drives a privately-owned vehicle, the state will reimburse the current pay-out rate per mile or the plane fare, whichever is less.

III. PROCEDURE

According to accounting policy 10-02.07, in order to qualify for reimbursement, the traveler must attach to the reimbursement form (FI 51A) an airfare printout which shows the prices for available flights to the desired destination and a comparison form which will allow travelers to compare the cost of driving to the cost of traveling by air.

The printout and comparison form are available only from Travel Administrator Diann Donoviel. Call her at 538-3103 to request the printout. Do not call the travel agents for this documentation.

Diann will print out the list of available fares so that the state can reimburse the traveler for whichever travel cost is less. If the employee chooses to drive, he must pay for any extra meals or lodging involved. In addition, he must take annual leave for any extra travel days required. The Division of Finance will not accept the travel reimbursement form unless the calculation form and the airline rate printout are attached to the travel authorization, form FI 51A.