

CACHE MOSQUITO ABATEMENT DISTRICT

TRAVEL POLICY

Updated 11/11/2021

Preapproval from CMAD Board of Trustees is required prior to incurring travel-related expenses. After travel expenses have been incurred, the employee must submit receipts detailing expenses for transportation, meals, and lodging.

Transportation

- CMAD Vehicles - CMAD vehicles may be used for travel associated with official business.
- Personal Vehicle Use - An employee who uses his or her personal vehicle for CMAD business will be reimbursed for mileage in accordance with the rate currently authorized by the IRS or State of Utah.
- Rental Cars - Employees may obtain a rental car with prior approval or in cases of documented need. When a rental car is used, rental agency liability and collision/loss damage coverage is required, at CMAD expense.

Travel-Related Meals

- Meal Per Diems - Employees shall be paid for meals (including tax, tips, and other meal related expenses) at the current U.S. General Services Administration (GSA.gov) per diem rate and may be paid to employees prior to leaving for the travel destination.
- Direct charge on CMAD credit/purchase card – Employees who have been issued a CMAD credit/purchase card may use it to pay for approved travel-related meals. Employees must submit all receipts related to such purchases. In the event that the expense for meals is greater than the allowable per diem amount, the difference will be repaid by the traveling employee.
- Direct charge on employee personal credit card – Employees may use personal credit cards to pay for approved travel-related meals. Employees must submit all receipts for reimbursement. In the event that the expense for meals is greater than the allowable per diem amount, the employee will only be reimbursed up to the allowable amount.

Lodging

- Travel that requires an overnight stay must pre-approved by the CMAD Board of Trustees. It must be in accordance with the current State of Utah per diem rate with its stipulation that travel of less than 50 miles is not eligible for lodging reimbursement. For stays at a conference hotel, CMAD will reimburse the actual cost plus tax and any mandatory fees charged by the hotel.

Approval 11/11/2021