



# Utah travelnews

[www.statetravel.utah.gov](http://www.statetravel.utah.gov)

A publication of the Department of Administrative Services, Division of Fleet Management

## State Travel Annual Travel Training

This year, the annual travel training is scheduled to be held on Tuesday, June 11, 2013. This training is designed to provide procedural guidelines for beginner as well as experienced travel planners. It will outline procedures and policies when booking business travel on behalf of State of Utah travelers. The intent of this training is to increase travel planners' efficiency in booking business travel and also to improve knowledge of the travel accounting policies and procedures.

To sign up for the training, please go to the travel website located at [www.statetravel.utah.gov](http://www.statetravel.utah.gov) and click on the travel training link in the right column. This will bring you to a calendar. Click on June at the top and you will find the training and online booking tool demo sign up links.

In this training, we will be going over the travel policy in its entirety, but will be highlighting some of the changes that will be going into effect at the beginning of fiscal year 2014 (7/1/13). Some of the changes to be highlighted are:

- In-State and Out-of-State Meal Per Diem Rates
- In-State Lodging Per Diem Rates
- 50 Mile Rule for In-State Lodging
- International Per Diem Rates
- International Travel Approval Process
- Third Party Reimbursement Clarification
- Driving vs. Flying Comparisons
- Airport Parking Reimbursement Rate Clarification
- Personal Vehicle Mileage Reimbursement Rate
- Other non-policy related items that will be covered in this training are as follows:
  - An update on all of the current contracts and agreements we have in place with our travel agency, Delta Airlines, rental cars, hotels and travel card.
  - Updates to the penalty fees the airlines are now assessing when changing a ticket booked at a non-refundable penalty fare.
  - Travel Insurance

For anyone that cannot attend the training, all policy information can be found on the travel web page located at [www.statetravel.utah.gov](http://www.statetravel.utah.gov).



## HELP!

***Emergency Line During Business Hours, 7am to 6pm, M-Th and 8am to 5pm, Friday***

***801-537-9124***

***In-State Toll Free During Business Hours, 7am to 6pm, M-Th and 8am to 5pm, Friday***

***866-489-9834***

***After Hours Emergency Hotline***

***888-739-7018***

***Main Reservation Line is available M-F 8am to 5pm***

***801-538-3350***



## Christopherson Business Travel Online Booking Tool Demo

This year, we are also offering a demonstration, presented by Christopherson Business Travel, on their new online booking tool, Concur. This will also be held on June 11 in the afternoon. Attendees can also sign up for this demonstration on the travel training calendar. We have three departments currently using this tool, which allows access all of our negotiated and contracted rates State Travel has in place for air, car and hotel reservations. These three departments are paying a \$15 service fee instead of a \$25 service fee per airline ticket by using this tool. We have a couple of departments currently using the old online booking tool, ResX, however, this online booking tool will become obsolete in a few months. Christopherson Business Travel will also be going over some other technologies available to travel planners and travelers. We highly recommend signing up for this session also.

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## Who's Who in the State Travel Office

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