



## We Are Back

After a two year break, the State Travel Newsletter is back! During the past two years, the State Travel Office has been moved from being under the Division of Finance to the Division of Fleet Operations. We are now located in the State Office Building in room 4120. This has been an exciting change in that the State Travel Office is able to assist you with more than ever before. The State Travel Office is now 100% responsible for handling all aspects of the UMB Bank Business Travel Cards. This includes the ghost cards used for purchasing airline tickets and also the individual travel cards used by travelers for all other travel related expenses. The State Travel Office is now responsible for all aspects of the Enterprise rental cars rented when a state vehicle is not available.

For assistance with the UMB Business Travel Accounts, please contact Tami Nelson at 801-538-3109 or [taminelson@utah.gov](mailto:taminelson@utah.gov) or Kevin Lucas at 801-538-3357 or [klucus@utah.gov](mailto:klucus@utah.gov). They will process any new applications, help with reconciliation questions and assist with any questions regarding UMB Bank's online tool.

For Enterprise rentals, the process is basically the same to request the reservation. Travelers and Travel Planners fill out the request online at [www.fleet.utah.gov](http://www.fleet.utah.gov) under the "daily rentals" link in the left column. Once the request is submitted, it is emailed to our contracted travel agents. They will book the car and email a confirmed itinerary to the traveler/travel planner. If any changes need to be made after submitting the request, simply contact any of the contracted travel agents, Tami Nelson or Kevin Lucas for assistance.

### INSIDE THIS ISSUE

We Are Back	1
Annual Travel Training	1
In-State Hotel Booking	2
In-State Lodging Rates	2
Our Newest Agent	3
Per-diem Rate Updates	3
State Travel Contacts	3



## Annual Travel Training

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 left column.

Date: Tuesday, June 12, 2012  
When: 8:30 am to 11:30 am  
Where: State Office Building (behind the Capitol)

## In-State Hotel Booking

Have you ever called a hotel and been told they can give you a "state rate", but the bill is more than what the policy allows? This is one of the most common problems we run into. We are incredibly thankful to our hotel partners in the State of Utah, but they are not bound by our in-state per diem rate rules. It is our traveler's responsibility to verify the in-state per diem rate for the city in which they are planning to stay. When travelers are making reservations on their own they need to verify with the hotel the dollar amount of the "state rate" they are offering. Some hotels give us their "state-rate" but it's just a discount on a regular room rate which may or may not follow our per diem. Also, it's incredibly important to make sure you are identifying yourself as a State of Utah traveler. If you ask for a government rate you will more than likely be given the federal per diem rate.

We recommend utilizing the state travel office for booking your in-state hotel reservations. Doing so will not only save you time, but this will also ensure you are getting the state rate or best available rate possible. Our contracted travel agency has access to corporate discount rates that in some cases may be even lower than our per diem. Finally, when you secure your hotel reservations via the state travel office you won't need to worry about having any issues with regards to your lodging reimbursement.

## International Travelers

Before making any arrangements for international travel, state employees must get approval from the Governor's Office. Contact information can be found on the travel web page located at [www.statetravel.utah.gov](http://www.statetravel.utah.gov), center column.

## In-State Lodging Rates

American Fork	\$75
Blanding	\$75
Bryce	\$70
Cedar City	\$70
Delta	\$70
Ephraim	\$70
Fillmore	\$70
Green River	\$75
Heber City / Midway	\$90
Kanab	\$75
Layton	\$75
Logan	\$75
Moab	\$95
Monticello	\$70
Nephi	\$70
Ogden	\$75
Park City	\$90
Price	\$75
Provo / Orem / Lehi	\$75
Roosevelt	\$85
Salt Lake City Metropolitan Area (Draper to Centerville)	\$95
Springville	\$70
St. George / Washington / Springdale	\$75
Tooele	\$95
Torrey	\$70
Treemonton	\$90
Vernal	\$90
All Other Utah Cities	\$65

\*\*\* All rates are for single occupancy

## Our Newest Agent



We would like to highlight our newest agent, Merrilee Rease. She joined our great team of agents in September, 2011. Merrilee grew up in the Cottonwood Heights area and is currently living in Layton. She is married and has one son and two dogs. She started her career in travel working as a reservation agent at Continental Airlines. Her husband's job took them temporarily to Okinawa Japan for 3 years. At that time, she started working for SATO Travel on the military base. Upon returning to Salt Lake City, Merrilee was employed with Morris/Murdock travel and then Omega Travel. Merrilee says since she is a travel agent she loves to travel! She also loves shopping, spending time with family and relaxing in the sun with a good book and a diet coke! We are very happy to have Merrilee and her wealth of knowledge and expertise on our team!

## Per-diem Rate Changes

*(effective July 1, 2012)*

### Meal Per-diem Rates

In-State: Breakfast \$9.00  
Lunch \$13.00  
Dinner \$16.00  
Group Breaks \$4.00

Out-of-State: Breakfast \$10.00  
Lunch \$14.00  
Dinner \$23.00  
Premium Cities \$62.00

*\* Rates per person, including tax and tip*

### Personal Vehicle Mileage Rates

When a state vehicle or rental is available: \$0.38/mile

When no state vehicle or rental is available: \$0.555/mile

## State Travel Contact Information



**Tami Nelson**  
*State Travel Manager*  
(801) 538-3109  
taminelson@utah.gov



**Merrilee Rease**  
*Contracted Agent*  
(801) 538-3358  
mrease@utah.gov



**Katina Terry**  
*Contracted Agent*  
(801) 538-3359  
kterry@utah.gov



**Kevin Lucus**  
*Program Coordinator*  
(801) 538-3357  
klucus@utah.gov



**Diane Hawkes**  
*Contracted Agent*  
(801) 538-3351  
dhawkes@utah.gov



**Tiffany Snowball**  
*Contracted Agent*  
(801) 538-3352  
tsnowball@utah.gov

Monday – Friday 8am to 5pm  
Local: (801) 538-3350  
Toll Free: (866) 489-9834  
Fax: (801) 538-3485

**Emergency** *(traveling within 24 hours)*  
(801) 537-9124  
**After Hours Emergency**  
(888) 739-7018



**Lanea Blosser**  
*Contracted Agent*  
(801) 538-3103  
lblosser@utah.gov