

TRAVEL
Revised September 2026

SECTION: 34

A. PURPOSE

This Section establishes Tooele City's policies and procedures governing travel, travel-related payments and allowances, and travel-related expense reimbursements.

B. SAME-DAY TRAVEL

Same-day travel occurs within a single workday and has no overnight stay.

1. **Approval.** Same-day travel is approved by the department head or designee.
2. **Vehicles.** Employees should use City vehicles and carpool whenever feasible. Supervisors or department heads may approve exceptions when operational needs, scheduling conflicts, or other practical considerations make shared transportation or use of a City vehicle impractical. Costs and business-related factors are considered prior to approving separate vehicle use when traveling to the same destination.
3. **Meals.** Tooele City will not pay for or reimburse meals for same-day travel, except in limited, IRS-compliant circumstances with Mayoral approval. Examples include:
 - a. Meals included as an inseparable part of a conference, training, or official event registration;
 - b. Business meals with an external party where a bona fide business discussion is the primary purpose; or,
 - c. Meals incurred while responding to or working a public safety emergency.

Reimbursement requests must include a receipt and documentation identifying the amount, time, place, business purpose, and attendees. Reimbursement may not exceed the U.S. General Services Administration (GSA) Meals & Incidental Expenses (M&IE) standard rate.

C. OVERNIGHT TRAVEL

1. Approval.

- a. In-state overnight travel is approved by the department head and Mayor following submission of an "Overnight In-State Trip Authorization." Overnight in-state travel may be authorized when business needs, distance (generally 40 miles or more from the employee's regular place of work), scheduling, safety, or other considerations reasonably require an overnight stay.
- b. Out-of-state overnight travel is approved by the employee's department head and Mayor following submission of an "Advance Request for Out-of-State Travel."

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- c. The City Council Chair approves overnight travel for council members.
- 2. **Vehicles.** Employees authorized to use a personal vehicle for overnight travel are eligible for mileage reimbursement at the approved rate. The City may require use of a City vehicle or shared transportation when necessary to control costs, meet operational needs, or to comply with external funding requirements.
- 3. **Meals (Per Diem).** Employees receive a tax-free per diem for meals and incidental expenses (M&IE). Per diem rates are based on the applicable U.S. General Services Administration (GSA) M&IE Standard Rate for the destination. Per diem will be reduced when meals are provided as an inseparable part of training, conference, or lodging arrangements, excluding continental breakfasts consisting solely of prepackaged items.
- 4. **Lodging.** Employees will be provided or reimbursed for reasonable and necessary lodging incurred for authorized overnight City travel.
 - a. City-arranged or authorized lodging shall be at a commercial establishment, such as a hotel, motel, or inn. Due to risk and liability issues, exceptions are considered only when commercial lodging is not available or practical.
 - b. Lodging shall reflect responsible use of public funds, taking into consideration employee safety, total costs (room rate, taxes and fees, parking, transportation), proximity to the business destination, access to meals and necessary services, availability of suitable accommodations, and other logistics. When factors are similar, the lower cost should be used.

The City should consider applicable lodging rates and discounts, including GSA lodging rates, conference or event rates, negotiated group rates, government rates, and publicly available discounts.
 - c. When multiple employees are traveling to the same event, lodging arrangements should be coordinated when practical to obtain reasonable rates and promote consistency in travel costs.
 - d. Lodging should be arranged sufficiently in advance to obtain reasonable rates when practicable.
 - e. For risk management purposes, employees are generally not permitted to share rooms. Room sharing may be restricted based on safety, supervisory relationships, funding requirements, and risk management considerations.

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5. Alternative Travel Arrangements

- a. Employees who decline City-arranged or authorized lodging or transportation and choose to make alternative arrangements may be reimbursed up to the reasonable cost that would have been incurred for the City-arranged or authorized travel. Alternative arrangements shall not result in additional cost or liability to the City.
- b. Alternative lodging is not arranged, selected, or controlled by the City. The employee is responsible for the rental or lodging agreement and related personal obligations including expenses, additional occupants, damages, and cancellation fees.
- c. Employees may extend business travel for personal reasons and are responsible for all additional costs associated with personal travel. Personal costs shall be kept separate from City travel costs and shall not be charged to the City or a City account.

D. MILEAGE REIMBURSEMENT AND COMMUTE OFFSET

Employees authorized to use a personal vehicle for City business may be reimbursed at the mileage rate established by the Internal Revenue Service as the standard mileage rate. When travel begins or ends at an employee's residence outside of Tooele City limits, reimbursement will be reduced by the employee's normal commute to/from work distance to ensure only business-related mileage is reimbursed. Department heads may approve exceptions when application of this offset is impractical or does not accurately reflect the travel required.

E. OTHER REIMBURSABLE EXPENSES

Employees may be reimbursed for the following expenses by submitting a Tooele City Expense Report with receipts. Any unauthorized expenses not listed below require Mayoral approval and receipts.

	Receipt Required	Taxable to Employee
Commercial airline, limited to economy class fare.	Yes	No
Railway, bus, or boat fare, limited to coach fare plus necessary lower berth or roomette. First class fare is reimbursable when coach is not available.	Yes	No
Lodging, limited to approved costs. Any amount exceeding the IRS allowance is taxable.	Yes	Possibly
Road charges, parking fees, storage charges, emergency repairs, and similar items for City-owned vehicles.	Yes, if available	No

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Charges for reasonable (generally economy class) car rental or similar services but only upon advance approval by the Mayor.	Yes	No
Reasonable rideshare, taxi, shuttle, and similar transportation.	Yes	No

F. TRAVEL ADVANCE

Employees may receive a travel advance up to the anticipated travel expenses. Unused funds, an itemized account of all expenses, and any required receipts must be returned to the City within one week of travel completion.

G. TRAVEL TIME

Employees are paid for all travel time, except for overnight stays. For approved overnight travel, employees are paid for time actively spent traveling and conducting City business. Unpaid time includes personal hours after arrival, such as evenings, meal periods, and optional activities. Time zone changes must be factored into the hours calculation.