
I. PURPOSE

This policy outlines the approval and documentation procedures for business related travel.

II. POLICY

- A. All travel expenses incurred while conducting Athlos Academy of Utah's business outside a 50-mile radius of the school shall be paid by Athlos Academy of Utah.
- B. Approval from the School Leader is required prior to incurring travel-related expenses.
- C. After travel expenses have been incurred, the employee must submit a Travel Reimbursement Form which details the reason for the trip and the specific travel expenses. Travel Reimbursement Forms must be signed by the employee and approved by the School Leader.
- D. Travel-related expenses include:
 - 1. Costs to travel to and from the business destination.
 - 2. Transportation costs while at the destination.
 - 3. Lodging, meals, and incidental expenses.
- E. Transportation
 - 1. Athlos Academy of Utah Vehicles- Athlos Academy of Utah vehicles may be used for travel associated with official business.
 - 2. Personal Vehicle Use- An employee who uses his or her personal vehicle for Athlos Academy of Utah business will be reimbursed for mileage in accordance with the rate currently authorized by the IRS or State of Utah.
 - 3. Alternative Travel Arrangements- Employees may structure alternative travel and lodging to reduce costs or to accommodate personal preferences if the alternatives provide a documented cost savings to Athlos Academy of Utah or the employee pays the increased costs. If an employee chooses to drive rather than fly for out-of-state travel, Athlos Academy of Utah will reimburse the employee based on the least expensive method of travel, rather than actual mileage.
 - 4. Rental Cars- Employees may obtain a rental car with prior approval or in cases of documented need. Groups of employees at the same location shall share rental vehicles where practical. When a rental car is used, rental agency liability and collision/loss damage coverage is required, at Athlos Academy of Utah's expense.
- F. Travel Related Meals
 - 1. Meal Per Diems



- i. Employees shall be paid for meals (including tax, tips, and other meal related expenses) at the current State of Utah meal per diem rate (Utah Administrative Code R25-7), including all rules contained therein. Per diem may be paid to employees prior to leaving for the travel destination.
2. Direct charge on Athlos Academy of Utah credit/purchase card
 - i. Employees who have been issued an Athlos Academy of Utah credit/purchase card, may use it to pay for approved travel related meals.
 - ii. Employees must retain all receipts related to such purchases.
 - iii. In the event that the daily total expense for meals is greater than the allowable per diem amount, the difference will be repaid by the traveling employee or reported as taxable wages on the employees W-2.
3. Direct charge on employee personal credit card
 - i. Employees may use personal credit cards to pay for approved travel related meals
 - ii. Employees must retain all receipts related to such purchases and submit them with the Travel Reimbursement Form.
 - iii. In the event that the daily total expense for meals is greater than the allowable per diem amount, the employee will only be reimbursed up to the allowable per diem amount.

G. Incidental Expenses

1. Incidental expenses are not considered part of a meal per diem reimbursement and, therefore, substantiation is required.
 - i. Incidental expenses include ground transportation, parking, and related tips; fax, telephone, internet, or copy charges; and other business-related expenses.
 - ii. Other tips are not reimbursable.

H. Lodging

1. Travel that requires an overnight stay must pre-approved by the School Leader.
2. Athlos Academy of Utah will pay for lodging up to \$110 per night with applicable taxes. Detailed receipts are required to be submitted to [enter office name] in order to claim refunds for taxes paid.

I. Personal Expenses

1. Personal expenses, including entertainment or alcohol, are the responsibility of the employee and will not be reimbursed by Athlos Academy of Utah.

J. Employee expenses paid by other entities



1. Athlos Academy of Utah employees that provide services to other entities either formally or informally may represent the interest of those entities as well as Athlos Academy of Utah while traveling on official Athlos Academy of Utah business.
 - i. Where possible, the shared benefit of the employee activities while traveling should be determined and costs of that travel proportionally split between the benefiting entities.
 2. If any employee travel-related expenses are paid directly by another entity, those payments must be documented and disclosed to Athlos Academy of Utah.
 - i. Any travel-related expenses that are paid by another entity must not be submitted to Athlos Academy of Utah for reimbursement to the employee.
 - ii. In such circumstances Athlos Academy of Utah will reimburse the employees for travel related costs and then bill the other entity the proportional share of those travel-related costs, or the other entity will bill Athlos Academy of Utah for its proportional share of the travel-related costs paid by the other entity.
- K. In the event that an employee receives a per diem allowance prior to traveling and is not able to travel, the employee will return those funds to Athlos Academy of Utah. If upon review of travel expenses inappropriate or fraudulent expenses have been incurred the employee may be subject to disciplinary action including recovery of funds, inability to travel, suspension or termination.