



Lynn D. Taylor, MBA
Chief Deputy, Clerk/Auditor

May 23, 2022

Summary of Changes to 9.1 Travel Policy

The Clerk/Auditor's Office recommends updates to the Travel policy, effective June 1, 2022. These changes are a result of discussions with Purchasing, Attorney, and County Commission.

A recent internal audit found that county departments were not uniformly applying per diem rates for overnight travel. A review of the Travel Policy revealed areas where the policy could be clearer in how to apply per diem for overnight travel. These changes provide increased clarity to this and other areas.

4.9 Per Diem, Meal Expenses, and Local Vicinity Travel

The following paragraph has been added to this section:

An employee on travel status outside of the local vicinity (typically requires an overnight stay) will receive the full per diem rate for their travel destination, regardless of what time the traveler enters travel status. See Section 4.9.3 for how to apply per diem for local vicinity travel.

4.9.3 Meal-Only Per Diem for Local Vicinity Travel

The words "normal work" have been deleted to reduce confusion. Local vicinity per diem is typically applied when an employee's work day exceeds their "normal work" hours, but does not include an overnight stay.

If a traveler is away from their usual work location during the ~~normal work~~ day, but is not remaining overnight, they may receive a reduced per diem for meals...

This section already specifies what hours an employee must be on travel status in order to qualify for each per diem meal allowance.

4.13 Travel Report

The following sentence was added to make travelers aware of records retention requirements:

Provide a copy of the approved travel report to your department records officer to comply with government records retention schedules.

Please let me know if you have any questions or recommendations as we update this policy.

All the best,

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