



# Utah Transit Authority

## MEETING MEMO

669 West 200 South  
Salt Lake City, UT 84101

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**Board of Trustees**

**Date:** 6/8/2022

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**TO:** Board of Trustees  
**THROUGH:** Jay Fox, Executive Director  
**FROM:** Bill Greene, Chief Financial Officer  
**PRESENTER(S):** Troy Bingham, Comptroller

**TITLE:**

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**UTA Policy - UTA.02.08 - Mileage Reimbursement Policy**

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**AGENDA ITEM TYPE:**

UTA Policy

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**RECOMMENDATION:**

Adopt UTA Policy No UTA.02.08 Mileage Reimbursement Policy

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**BACKGROUND:**

Previously Corporate Policy 1.1.8 UTA Travel and Reimbursement Policy had both travel and mileage reimbursement guidelines and in 2018 guidance was issued for mileage reimbursement not covered in policy 1.1.8.

Corporate Policy 1.1.8 UTA Travel and Reimbursement Policy was rescinded when the new travel policy (UTA.02.07) was adopted in February 2022. This stand-alone mileage reimbursement policy is referenced in new travel policy.

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**DISCUSSION:**

UTA Policy No UTA.02.08 Mileage Reimbursement Policy has following highlights:

- Encourages use of the UTA fleet vehicles and rental cars instead of personal vehicles
  - Clarifies UTA liability when employees use their personal vehicle
  - Mileage will be reimbursed in excess of an employee's personal commute to and from work
  - Mileage will need to be documented with a start and end point calculation and UTA will no longer
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accept odometer readings as justification

- Mileage associated with travel outside of UTA's service area should be done through travel reimbursement forms and commute deductions are applied only to the initial trip to the event/activity and the return trip home

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**ALTERNATIVES:**

The Board may suggest revisions to the proposed policy. If the Board takes no action, the previous administrative guidelines will remain in effect.

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**FISCAL IMPACT:**

Mileage is currently reimbursed at \$0.585 per mile for use of an employee's vehicle(s) or contractor's vehicle when authorized under the UTA contract.

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**ATTACHMENTS:**

UTA.02.08 - Mileage Reimbursement Policy