



**To: UCR Participating State Personnel**  
**From: UCR Board of Directors**  
**Subject: State Auditor Training in Salt Lake City**

State employees responsible for managing and executing the required annual carrier audit for the UCR program are invited to attend our next training session.

The session is scheduled for October 15-16 at the Department of Transportation in Taylorsville, UT. There will be interactive training, so all attendees will be required to bring along a laptop or mobile device.

***\*Important Note: The UCR State Auditor Training is open to employees from any of the UCR participating states. However, UCR will only be reimbursing employees representing states that did not previously attend State Auditor Training earlier this year. Only employees from those states that did not attend the previous State Auditor Trainings in Atlanta or Chicago are eligible for expense reimbursement from UCR.***

**Training Location:**

**Utah Dept. of Transportation  
4501 Constitution Blvd  
Taylorsville, UT 84129**

**Travel and Reimbursement:**

The UCR Board voted to reimburse two (2) hotel nights for one (1) state representative, who has not attended a State Auditor training previously, at or below the federal per diem rate of \$93 per night in this area. It is each attendee's responsibility to secure lodging at or below this rate. Attendees will also be responsible for covering the cost of any additional nights. UCR will also be reimbursing coach/economy airfare for appropriate business related travel for this training.

Please consider this authorization for the travel of state personnel who will be in attendance at our training. Don't hesitate to reach out with any other questions or concerns to Jon Krueger, UCR Operations Manager; [jkrueger@urcplan.org](mailto:jkrueger@urcplan.org).