

## UTAH DEFENSE ALLIANCE, INC.

Adopted August 13, 2007

### **Travel Policy**

Utah Defense Alliance (“UDA”) is a non-profit organization which promotes the economic growth and welfare of the State of Utah by supporting the continuing prosperity and development of military installations in Utah.

UDA is supported by private and public contributions and a contract for various economic development services from the Governor’s Office of Economic Development. The purpose of this travel policy is to control UDA related travel costs and to provide clear guidelines about the process for approval for UDA travel and the types of allowable expenses. In pursuance of the purposes, rights and responsibilities thereunder its Board of Directors has adopted the following travel policy which will be strictly enforced:

- A. **Approval**—All UDA travel must be approved by the Finance Committee prior to the time of travel. Written requests for permission to travel at UDA expense shall be submitted to the Executive Director at least two weeks prior to the departing date. The request shall explain the travel purpose and pertinent details of location, lodging, transportation, etc, including costs of each item. In unexpected emergency situations the Finance Committee may approve travel requests submitted less than two weeks in advance.
  
- B. **Board of Directors**—The voluntary Board is comprised of representatives from the State of Utah, counties, cities, corporations, Utah Congressional delegation and citizens at large who serve without compensation. Many of the directors are called upon from time to time to travel on UDA assignment. Approved travel may be reimbursed under the following circumstances:
  - 1. **Local travel**—Travel within the State of Utah will generally not be reimbursed by UDA; however, for special assignments and activities the Finance Committee may reimburse board members for approved travel including mileage, lodging, and meals and incidental expenses.
  - 2. **Out of state travel (contributed)**—Employers and sponsoring organizations are encouraged to allow those serving on the UDA board to travel at “company” expense when necessary and appropriate to carry out UDA assignments. UDA shall recognize all such travel as “in kind” contribution from the organization supporting the travel.
  - 3. **Out of state travel (UDA paid)**—When a UDA director has need to travel to carry out a board assignment the director shall provide a written request to the Finance Committee explaining the purpose of the trip, destination, and other pertinent details.
  
- C. **Independent Contractors**—UDA has no employees. The Board contracts for compensation the executive director and legal counsel. The Board also

contracts from time to time with consultants, representatives and other service providers who are independent contractors. Except as otherwise provided in specific contracts of engagement between contractor and UDA, approved travel of independent contractors, consultants and other service providers may be reimbursed under the following circumstances:

1. Local Travel—Travel within the State of Utah will generally not be reimbursed by UDA; however, for special assignments and activities the Finance Committee may reimburse independent contractors, consultants and other service providers for approved travel including mileage, lodging, meals and incidental expenses.
  2. Out of State Travel (UDA paid)—The Finance Committee may approve appropriate out of state travel for independent contractors, consultants and other service providers that benefit UDA’s mission.
- D. **Travelers Report**—Prior to reimbursement for trip expenses, the traveler shall provide the Finance Committee a summary report of the trip outlining accomplishments and benefits to UDA. This report should be attached to the Reimbursement Form.
- E. **Accommodations, Expense, Receipts and Advances**—UDA’s policy is to utilize coach air fare and moderately priced lodging where safety and expediency permit. UDA has made arrangements to use State Travel for obtaining the best air, hotel and rental car rates.

Personal expenses shall not be reimbursed by UDA, *e.g.*, movies, mini bar, dry cleaning, personal consumption of alcoholic beverages unless ordered with a third party client or guest of UDA.

Requests for reimbursements shall be submitted on the approved UDA Reimbursement Form within 30 days of the ending day of travel. Expenses in excess of twenty five dollars (\$25) must be verified with a receipt.

Travel advances may be granted by the Finance Committee upon written request at the time the travel is requested.

- F. **Finance Committee Report**—The Finance Committee shall provide a summary report of all travel to the Board of Directors at least quarterly.

IN WITNESS THEREOF, on this \_\_\_\_ day of \_\_\_\_\_, 2007, I have affixed my name as secretary of Utah Defense Alliance, Inc. to this original copy of the Travel Policy as adopted by the Board of Directors.

Attested: \_\_\_\_\_  
Ken Warnick, Secretary

