

UTAH DEFENSE ALLIANCE, INC.

Adopted July 15, 2020

Travel, Reimbursement, and Disbursement 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 services from the Governor’s Office of Veterans and Military Affairs. 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 two members of the Finance Committee prior to the time of travel. Written requests for permission to travel at UDA expense shall be submitted electronically at least two weeks prior to the departing date through the Members Section of the UDA web page using the Pre-Authorization Travel Form. The request shall explain the travel purpose and pertinent details of location, lodging, transportation, etc., including estimated costs of each item. In unexpected emergency situations travel requests submitted less than two weeks in advance may be approved at the discretion of the approving officials.

- 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 request travel as outlined in paragraph A above.

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. Requests for such travel will be made as outlined in paragraph A unless otherwise stipulated in the contract agreement.

D. **Travelers Report** Prior to reimbursement for trip expenses, the traveler shall provide a summary report of the trip outlining accomplishments and benefits to UDA. This report will be made electronically using the Travel Report Form located in the Members Section of the UDA web page.

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 airfare rates for the needed itineraries.

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 Travel Reimbursement Form located in the Members Section of the UDA web page within 30 days of the ending day of travel. Expenses in excess of thirty dollars (\$30) 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.

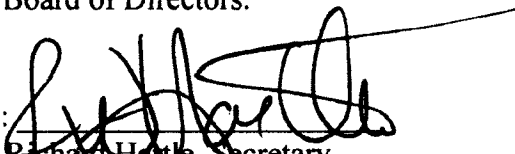
F. **Non -Travel Reimbursement** Requests for reimbursement for non-travel expenses or contractor invoices will be made electronically using the Non-Travel Reimbursement or Invoice form located in the Members Section of the UDA web

page. Requests for reimbursement in excess of \$30 must be verified with a receipt. All independent contractor requests for non-travel reimbursement will be accompanied by receipts or by an invoice if the request is for contracted services unless otherwise stipulated in the contract agreement.

- G. **Disbursement** All requests for travel and non-travel reimbursement, as well as any contractor invoices or request for fees, will be routed electronically for approval by two members of the Finance Committee. Once approved, disbursement of funds to the payee will be made. For regular and recurring contract payments on contracts which have been previously approved by the Board, approval by one member of the Finance Committee is required as long as there is no change to the Board-approved invoice amount. Funds disbursement may be made either by check or by bank transfer. Funds disbursement may be made by an authorized third-party payor on behalf of UDA or by the Treasurer.
- H. **Finance Committee Report** The Finance Committee shall provide a summary report of all expenditures to the Board of Directors at the annual meeting.

IN WITNESS THEREOF, on this 15th day of JULY, 2018, 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:


Richard Harte, Secretary