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(insert district's name)  
**BOARD MEMBER TRAVEL POLICY**

A. **Purpose:** This Policy shall be known as the \_\_\_\_\_ (“District”) Board Member Travel Policy (this “Policy”). The purpose of this Policy is to establish rules for District Board members when they travel and to provide efficient accounting of travel expenses. It is the intent of the District to cover all reasonable travel expenses, and to require Board members who travel to avoid unreasonable or unnecessary expenses.

1. **Application of General Travel Policy:** If the District has a policy that applies generally to employees and other District travelers (the “General Travel Policy”), the General Travel Policy shall apply to authorized Board member travel the same as to other District travelers. In the event of a conflict between this Policy and any contrary provision in the General Travel Policy, however, the provisions of this Policy shall control.

**B. APPROVED TRAVEL**

1. **Statutory Authority:** Utah Code Ann. §17B-1-307(2) authorizes the Board “to allow a member [of the Board] to receive per diem and travel expenses for up to 12 meetings or activities per year in accordance with rules adopted by the” Board. Board members shall not be entitled to per diem payments for attending regular meetings of the Board and other routine Board member activities, the compensation for which may be approved by the Board, not to exceed \$5,000 per year, as provided in Utah Code Ann. § 17B-1-307(1).
2. **Approval of Board Member Travel:** Travel by a Board member shall be approved by the Board prior to the District incurring expenses for travel. In approving travel for a Board member, the Board should consider whether the travel request is reasonable and in the best interest of the District. A Board member may participate in approving travel regardless of whether the Board member may be one of the travelers.
3. **Informal Board Approval:** Notwithstanding anything in this Policy to the contrary, if travel requiring Board approval must be incurred prior to a scheduled Board meeting, the General Manager shall make a reasonable effort to contact each individual Board member and shall obtain the oral approval of a majority of the Board before any travel expense is incurred. The travel will be presented to the Board for ratification at the next regularly scheduled Board meeting.
4. **Per Diem:** Per diem compensation rates payable to District Board members shall be the same as the rates established from time-to-time by the Director of the Division of Finance of the state of Utah regarding a board member’s attendance at an official meeting (presently \$60.00 per day for each official meeting, event or activity that lasts up to 4 hours and \$90.00 per day for each official meeting, event or activity that is longer than 4 hours).

5. **Travel Distance:** A Board member may stay overnight at or in the vicinity of a conference, convention or other approved official meeting, event or activity regardless of the distance from the Board member's home or the District's primary place of business if the approved meeting, event or activity involves an evening or an early morning function or for any other reason deemed sufficient by the Board. In any event, a Board member who will travel at least 25 miles on authorized official District business, one way, from the Board member's home base (either his or her home or the District's primary place of business) may be entitled to a lodging reimbursement or to lodging paid for by the District.
6. **Reporting:** A report of Board member travel expenses shall periodically be provided to the Board.
7. **Payroll System:** Board members may be paid their meeting compensation (per diem) through the District payroll system in order to calculate and withhold the appropriate taxes.

#### C. REIMBURSABLE EXPENSES

1. **Reimbursement:** The District intends to reimburse District Board members for reasonable documented costs associated with authorized District business travel, such as reasonable baggage tips, parking fees, toll fees, taxi and bus fares (but not alcoholic beverages or personal entertainment expenses that are not part of the authorized event), consistent with the guidelines and regulations of the Internal Revenue Service. All expenses, where possible, shall be supported by written receipts or other acceptable documentation.
2. **Double Payments or Reimbursements Prohibited:** A Board member may not receive per diem or travel expenses from the District if the Board member is being paid or reimbursed by a different governmental entity for the same meeting, event or activity and a separate meal allowance will not be paid to a Board member for a meal that is included in the event registration fee that is paid by the District.
3. **Mileage Computation and Payment:** Mileage reimbursement for a private vehicle shall be at the rate established from time-to-time by the Internal Revenue Service (IRS).
4. **Family and Friend Expenses:** The District shall not be liable for the airfare or other expenses of any family member, friend or other companion, who is not an authorized District employee or consultant or another Board member, who may accompany the Board member on the trip.

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