SEVEN COUNTY INFRASTRUCTURE COALITION
December 20, 2019

Resolution No. 2019-12A

RESOLUTION APPROVING POLICY ON TRAVEL, AND RELATED MATTERS.

WHEREAS, in November 2014, the Coalition adopted Rules and Regulations, commonly referred to as policies and procedures; and

WHEREAS, in January 2016, the Coalition amended the Rules and Regulations to conform to recommendations from the Utah Permanent Community Impact Fund Board; and

WHEREAS, the Coalition has reviewed recommendations from the State Auditor’s office with respect to best practices and desires to formalize additional Rules and Regulations with respect to travel.

NOW, THEREFORE, be it resolved by the Governing Board of the Seven County Infrastructure Coalition, Utah as follows:

1. The Governing Board approves and authorizes Rules and Regulations for travel.

2. All parts of this Resolution are severable, and if any section, clause or provision of this Resolution shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of any such section, clause or provision shall not affect the remaining sections, clauses or provisions of this Resolution.

3. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed and this Resolution shall be in full force and effect immediately upon its approval and adoption.
APPROVED AND ADOPTED this December 20, 2019.

Motion by **Miles** and Seconded by **Ogden**.

SEVEN COUNTY INFRASTRUCTURE COALITION    VOTING:

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Co-Chair Brad Horrocks

Co-Chair, Lynn Sitterud

ATTEST:

Eric Johnson, Legal Counsel
TRAVEL POLICY

: COALITION TRAVEL REIMBURSEMENT POLICY:

1. This travel policy applies to employees of the Coalition.

2. Authorized Conditions for Lodging:
   1. All overnight lodging will require approval from the Executive Director.
   2. For destinations within 75 miles or less from a person’s home, overnight lodging will not be reimbursed. Any exception will require the Executive Director’s approval based on special circumstances encountered by conference schedules and travel safety.
   3. For destinations over 76 miles from a person’s home, overnight lodging will be reimbursed at actual costs plus tax up to $175.00/per night in state and up to $450/per night out of state. Any exception to the above total lodging costs will require the Executive Director’s approval based on special circumstances encountered by lodging rates within the designated area.

3. Authorized Conditions for Transportation:
   1. The overall travel reimbursement amount for a personal vehicle shall be limited to the following:
      a. A mileage allowance will be established by identifying the total mileage used with the point of beginning starting from the person’s home, arriving at said destination, and returning back to the person’s home. Once the person has reached their venue destination, mileage shall also include an appropriate amount allocated for traveling to and from the venue, lodging, and eating locations. Mileage shall not be granted for personal travel outside the approved mileage allowance.
      b. The mileage allowance shall be calculated by the total mileage approved, divided by 19 miles to the gallon, and then multiplied by the standard rate of gasoline per gallon at the said time of the venue.

3. Any travel requiring airline transportation and rental cars must be approved by both the Executive Director and shall be reimbursed for the actual costs, plus a reasonable amount for tips not to exceed 15%.

4. Authorized Conditions for Daily Meal Per Diem’s:
   Key:  B = Breakfast   L = Lunch   D = Dinner
   1. Overnight Travel: For meals not provided by the venue a meal per diem will require approval from the Executive Director, meeting the following conditions:
a. Day of departure (12:01 a.m. to 6:00 a.m.) BLD $55.00
b. Day of departure (6:01 a.m. to 12:00 noon) LD $44.00
c. Day of departure (12:01 p.m. to 12:00 midnight) D $28.00
d. Day(s) at event B $11.00
   L $16.00
   D $28.00
e. Day of return (12:01 a.m. to 6:00 a.m.) $0.00
f. Day of return (6:01 a.m. to 12:00 noon) B $11.00
g. Day of return (12:01 p.m. to 6:00 p.m.) BL $27.00
h. Day of return (6:01 p.m. to 12:00 midnight) BLD $55.00

2. Non-overnight Travel: For meals not provided by the venue a meal per diem will require approval from the Executive Director, meeting the following conditions:

a. Day of departure (Prior to 6:00 a.m.) and returning (Prior to 6:00 p.m.) BL $27.00
b. Day of departure (Prior to 6:00 a.m.) and returning (After 6:00 p.m.) BLD $55.00
c. Day of departure (After 6:00 a.m.) and returning (Prior to 6:00 p.m.) L $16.00
d. Day of departure (After 6:00 a.m.) and returning (After 6:00 p.m.) LD $44.00