



Consistent with countywide policy, Salt Lake County Councilmembers and staff are eligible to receive a per diem allowance and to have their travel-related expenses paid or reimbursed when such expenses are incurred for the clear purpose of conducting County business. Travel reimbursement for Councilmembers and staff shall be processed consistent with applicable law, including and more particularly Salt Lake Countywide Policy No. 1019. The following internal policy is enacted pursuant to section 2.08.070 of the Salt Lake County Code of Ordinances in order to provide guidelines for the reimbursement of travel expenses incurred by individual Councilmembers or staff using Council office funds.

- 1) The payment of travel expenses or reimbursement during a particular fiscal year by the Council office budget is subject to availability of funds within the Council office budget, and is subject to annual appropriation by the Council.
- 2) The payment of travel expenses or reimbursement by the Council office budget must be related to County business, and shall only be provided consistent with applicable Utah and Salt Lake County law and policy. Travel that is electoral or partisan in nature, or that does not have a clear County purpose, shall not be paid for or reimbursed using Council office funds.
- 3) The Council designates its budget and policy analyst to serve as the agency travel coordinator as that term is defined and used by Countywide Policy 1019.
- 4) The Council's budget and policy analyst, serving in their role as the Council's agency travel coordinator, has the duty to review and process Councilmember and staff travel payment and reimbursement under this policy, Countywide Policy 1019, and sound fiscal practices. The budget and policy analyst may also exercise discretion to refer matters to the Council's Fiscal Manager, to the Council's Executive Committee, or to the entire Council as judgment and circumstances suggest. The Executive Committee and Council as whole act as Agency Management for the purposes of Countywide Policy 1019.
- 5) Requests for travel payment or reimbursement should be documented in writing from the requesting Councilmember or staff and submitted to the Council's budget and policy analyst for review and processing. Consistent with county policy and their job responsibilities, other members of Council central staff shall assist individual council offices in booking travel, or processing the required reports and forms necessary for reimbursement.
- 6) Councilmembers may use their discretionary office funds for the purpose of paying expenses incurred for travel on County business that are not otherwise provided for in the Council office budget, subject to the availability of funds and compliance with the Council's internal policy on the use discretionary office funds.
- 7) Councilmembers and appointed staff may book their own travel consistent with § 2.4 Countywide Policy 1019, but should use good judgment and discretion in doing so.

Laurie Stringham
At-Large A

Suzanne Harrison
At-Large B

Jim Bradley
At-Large C

Arlyn Bradshaw
District 1

David Alvord
District 2

Aimee Winder Newton
District 3, Chair

Ann Granato
District 4

Sheldon Stewart
District 5

Dea Theodore
District 6

- 8) Council office funds, including discretionary office funds, should not be used to pay or reimburse travel upgrades, including but not limited to, first or business class airfare, upgraded or premium rate hotel accommodations, or luxury or premium vehicle rentals where more cost-effective vehicle rentals or other ground transportation options are available. Councilmembers and staff are responsible for paying for any travel upgrades using personal funds. Upgrades that are paid using personal rather than Council office funds are acceptable.
- 9) Council office funds may not be used to pay for or reimburse the direct travel expenses incurred by non-County employees traveling as companions with Councilmembers or staff, including spouses, partners, and family members.
- 10) Council office funds may not be used to pay for or reimburse any portions of travel extending beyond a travel day as that term is defined and used by Countywide Policy 1019, including any excess cost of airfare, if applicable.

APPROVED and ADOPTED August 22, 2023.

SALT LAKE COUNTY COUNCIL

By:

Aimee Winder Newton, Chair