

# Travel Policy

Adopted: January 20, 2016

Revised: March 19, 2025

Revised: December 17, 2025



## Purpose

The purpose of this policy is to establish procedures for authorization of, and payment for, travel by employees or Board members of Wallace Stegner Academy (the “School”) who may be required to travel to fulfill their official duties or to attend seminars, conferences, conventions, or other professional or educational events or meetings benefiting the School (“School-related business”).

## Policy

1. This policy applies to all approved travel by employees and Board members on School-related business, whether or not overnight stay is required. This policy does not apply to an employee’s regular daily travel to and from work or a Board member’s regular travel to and from a regular Board meeting.
2. Travel for School-related business by campus-level employees must be approved in advance by the Chief Executive Officer(s) in order for the School to pay for the travel expenses as set forth in this policy. Travel for School-related business by the Chief Executive Officer(s) or Board members must be communicated to the Board of Directors in advance of the travel, where possible. Payment for all travel-related expenses are subject to, and must be approved in accordance with, the School’s Purchasing and Disbursement Policy.
3. Where possible, all campus-level employee travel requests must be submitted to the Chief Executive Officer(s), and all travel requests by the Chief Executive Officer(s) or Board members must be communicated to the Board, at least three (3) weeks prior to departure date and prior to making any arrangements. Such travel requests submitted to the Chief Executive Officer(s) and communications to the Board must explain the purpose of the travel and, where applicable, include the nature of the School-related business, proposed lodging accommodations, and approximate airfare or mileage, as applicable.
4. Reasonable and necessary flight reservations for approved travel events must:
  - a. Be personally made and paid for by the traveler and then reimbursed by the School based on receipts submitted for such expenses. The traveler must provide receipts for all flight reservations for which reimbursement is sought;  
or
  - b. Be made and paid for by the School.

Absent extraordinary circumstances, first class flight reservations are not considered reasonable and necessary under this policy.

5. Per diem for meals and incidental expenses will be paid for all approved travel events that are more than 100 miles from the School's Salt Lake City Campus. The School will pay per diem for meals and incidental expenses in accordance with the federal per diem meals and incidental expenses rates established by the U.S. General Services Administration ("GSA"). Where possible, the per diem will be paid to the traveler by check no less than 48 hours prior to departure date.
6. Reasonable and necessary ground transfer expenses (e.g., taxi, public transportation, ride share, parking, etc.) for approved travel events will be personally paid for by the traveler and then reimbursed by the School based on receipts submitted for such expenses. The traveler must provide receipts for all ground transfer expenses for which reimbursement is sought.
7. Reasonably and necessary mileage incurred by the traveler for approved travel events will be reimbursed by the School at the standard IRS mileage reimbursement rates in effect at the time.
8. Reasonable and necessary lodging accommodations for approved travel events will be made and paid for by the School. However, under extenuating circumstances and only after receiving approval from the Chief Executive Officer(s) or the Board, travelers may personally make and pay for reasonable and necessary lodging accommodations for approved travel events. A traveler in this situation shall be reimbursed by the School based on receipts submitted for such expenses.
9. Lodging accommodations will be approved for the number of days an approved travel event is in session, less one. However, this is subject to the following exceptions:
  - a. One additional night of lodging accommodations will be approved when an additional travel day is required prior to an approved travel event;
  - b. A second additional night of lodging accommodations will be approved when an additional travel day is required after the approved travel event concludes; and
  - c. Other additional nights of lodging accommodations will be allowed only when approved in advance of the approved travel event by the Chief Executive Officer(s) or the President of the Board of Directors, as applicable.
10. School employees who have been issued a School credit card may use their School credit card to pay for approved flight reservations, ground transfer expenses, and lodging accommodations in accordance with this policy only after receiving approval from the Chief Executive Officer(s). Such School employees may also use their School credit card to pay for other reasonable travel-related expenses only after receiving approval from the Chief Executive Officer(s). The Chief Executive Officer(s) may also use his/her School credit card to pay for the same travel

expenses listed above in this paragraph in accordance with the School's Credit Card Policy and Purchasing and Disbursement Policy. However, School credit cards must not be used for per diem for meals and incidental expenses, as per diem will be paid to travelers by check in advance of approved travel as explained earlier in this policy.

11. School employees and Board members must submit an expense report related to an approved travel event to the Chief Executive Officer(s) within sixty (60) days from the end of the trip.
12. The School will not fund travel expenses that are unrelated to the approved travel purpose. Similarly, the School will not reimburse travelers for travel expenses that are unrelated to the approved travel purpose or which are determined by the School to be excessive.
13. Either the Chief Executive Officer(s) or the Board may authorize individual exceptions to this policy if they, in their sole discretion, feel an exception is appropriate under the circumstances.