

R212, Chief Executive Officer Travel Oversight¹

R212-1 Purpose: To provide the Utah Board of Higher Education (“Board”) and the Utah System of Higher Education (“USHE”) institution Boards of Trustees oversight of the Commissioner’s, President’s, and President’s partner’s out of state travel in order to ensure transparency and accountability in the use of state resources.²

R212-2 References

- 2.1 [Utah Code § 53H-1-203](#), Establishment of Board - Powers, Duties, and Authority
- 2.2 [Utah Code § 53H-3-302](#), Appointment of Institution of Higher Education Presidents
- 2.3 [Utah Code § 63A-3-107](#), Travel Expenses of Board Members and State Officers and Employees
- 2.4 [Board Policy R120](#), Board of Higher Education Bylaws
- 2.5 [Board Policy R205](#), Presidential Appointment, Compensation, and Benefits

R207-3 Definitions

3.1 “Bona Fide Business Purpose” means a USHE institution president’s partner serving in a role or at an event where the partner plays a significant role that is essential to the function that supports the mission of the institution. This may include but is not limited to institutional development, alumni relations, presentations at business meetings, or officially hosting an event if the host function includes the planning of the event and the partner’s attendance is required because they are responsible for certain logistics of the event. A bona fide business purpose does not include duties of a clerical, secretarial, or medical nature or where the purpose of the travel is familial, social, tourist, or incidental.

3.2 “Partner” means a USHE institution president’s spouse or domestic partner.

R212-4 Policy

4.1 Travel: Travel is an integral and expected part of a President’s and Commissioner’s roles.

4.2 Institution Boards of Trustees Oversight: Each institution President, or their designee, shall annually submit to its Board of Trustees Chair an itemized record of the President’s out

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² Technical edits December 1, 2025.

of state travel expenses that were incurred within the scope of their role as President. The itemized list shall include:

- 4.2.1** Travel dates and locations;
- 4.2.2** The purpose of the travel;
- 4.2.3** Total expenses for each trip; and
- 4.2.4** The funding source for each trip.

4.3 Institutional Policy for Partner Travel Reimbursement: Upon approval of its Board of Trustees, a USHE institution may enact a policy that allows a president's partner to receive reimbursement for travel costs and per diem for travel related to events at which the partner's presence had a bona fide business purpose. An institution may not reimburse a presidential partner's travel costs or provide per diem without an approved policy. An institutional policy authorizing reimbursement of partner travel must at a minimum:

- 4.3.1 Approval by Relevant Administrator:** Require that partner travel costs be approved by a relevant administrator other than the president prior to reimbursement;
- 4.3.2 Document the Bona Fide Business Purpose:** Require documentation of the bona fide business purpose necessitating the partner's travel; and
- 4.3.3 Taxability:** Ensure each reimbursement is assessed for taxability and, where the reimbursement is taxable, ensure the president is appropriately taxed in compliance with state and federal law.

4.4 President's and President's Partner Travel Audit: Institutions shall annually audit out of state Presidential travel and any out of state travel of the President's partner as allowed under the [institution's policy](#) and submit audit reports to the Utah System of Higher Education Audit Director by January 15 of each year.

4.5 Utah Board of Higher Education Oversight: The Commissioner, or their designee, shall annually submit to the Board Chair an itemized record of the Commissioner's out of state Board-funded travel expenses. The itemized list shall include:

4.5.1 Travel dates and locations;

4.5.2 The purpose of the travel; and

4.5.3 Total expenses for each trip.

4.6 Commissioner's Travel Audit: The Office of the Commissioner of Higher Education shall annually audit the Commissioner's out of state travel.