

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: Finance Division	
	Title: Business Travel	
	Number: 600 – 130	
	Approved: 8/7/2025	By: Fire Chief Dominic Burchett
Last Reviewed: 6/17/2025	By: CFO Tony Hill	

REFERENCE:

- [UFA Policy and Procedure – General Human Resources Definitions](#)
- [UFA Policy and Procedure – Overtime and Compensatory Time](#)
- [UFA Policy and Procedure – Staff Vehicle Assignment, Use and Reimbursement](#)
- [UFA Policy and Procedure – Discipline](#)
- [UFA Policy and Procedure – Purchasing Card Policy](#)
- [UFA Policy and Procedure – Purchasing of Meals](#)
- [UFA Mileage Reimbursement Form](#)
- [UFA Travel Request Form](#)
- [UFA Travel Return and Reimbursement Form](#)
- [GSA Per Diem](#)

DEFINITIONS:

ACH – Automated Clearing House (ACH) is an electronic network for financial transactions in the United States. ACH processes large volumes of credit and debit transactions in batches. ACH credit transfers include direct deposit, payroll and vendor payments.

Authorized Travel Approver (“Approver”) – The person designated to approve travel by a Unified Fire Authority (UFA) employee. If the employee is a Battalion Chief /Division Leader or less in rank, the Approver will be the Section Chief. If the employee is a Section Chief, the Approver will be the Fire Chief. If the traveler is the Fire Chief, the Approver will be the UFA Board Chair, or in the absence of the Chair, the Vice Chair. It will be the responsibility of the Approver to ensure that travel is necessary and appropriate to the business and mission of UFA.

Travel Coordinator/Auditor (“Coordinator”) – The person responsible for coordinating the travel requirements of UFA employees. This includes but is not limited to scheduling flights, arranging hotel accommodations, evaluating the need for rental cars, procuring necessary documentation and managing return travel reimbursement. This person is also responsible for auditing travel records and ensuring that travel expenses are efficient, necessary, and expensed to the correct GL account.

PURPOSE:

The intent of the policy is to ensure that individuals traveling on Unified Fire Authority (UFA) business do not receive pecuniary benefit from travel reimbursement and do not expend personal funds that are not reimbursed. As funds to support travel are limited, it is necessary that clear and unambiguous reimbursement and expenditure guidelines be in place before funds are committed or expenses incurred. It is also critical that all individuals traveling on UFA business understand the compliance requirements established by the Internal Revenue

Service and other oversight agencies. This policy applies to travel for business that exceeds twelve hours.

POLICY:

It is the policy of UFA to pay for all reasonable expenses incurred for travel for the purpose of conducting UFA business. The General Services Administration (GSA) Per Diem rates for meals and incidental expenses will serve as the basis by which UFA advances funding for anticipated expenses incurred for travel. **All travel by UFA employees shall be coordinated through the Coordinator.** Questions regarding the business purpose or reasonableness of a travel request or a reimbursement request will immediately be brought to the attention of the Fire Chief, or his/her designee, for resolution. Primary form of payment should be the coordinator's purchasing card, employees who have been issued a UFA purchasing card may use their card as a secondary form of payment if necessary.

1.0 Travel Authorization and General Provisions

1.1 Employees traveling must have authorization from the Approver in accordance with this policy. Travel arrangements (e.g. hotel, airline and rental car reservations) will be made when the Approver approves the request and the Coordinator receives the completed and signed [Travel Request Form](#) detailing the justification for the travel. The Approver is responsible for ensuring that travel is appropriate, reasonable and necessary to the mission, responsibilities, or duties of UFA. **Under no circumstances may an individual approve his or her own Travel Request Form.** A Travel Request Form must be completed with all known applicable costs as soon as the information is available. If possible, the form should be submitted no later than 30 days prior to the travel date. If the Coordinator has questions to the reasonableness of the travel request or any of the requested travel accommodations, he/she shall bring to the attention of the Fire Chief, or his or her designee, for resolution. Adjustments to the travel request will be explained on the Travel Request Form and communicated to the traveling employee by the Coordinator.

1.1.1 Travel requests will generally be reviewed and accepted or denied by the Approver within ten calendar days.

1.2 After the Travel Request Form is completed, signed and approved, the form will be forwarded to the Coordinator who will assign the current GSA Per Diem rates for meals and incidental expenses and calculate the advance due to the traveler in accordance with paragraph 4.0. Finance will issue an ACH to deposit the traveler's per diem into their designated payroll account. The travel advance is calculated based on the GSA Per Diem rate per day as identified on the General Service Administration travel web site. (<http://www.gsa.gov/portal/content/104877>)

1.2.1 The only exemptions to an ACH deposit of per diem should be for non-UFA employees, as described in paragraph 1.4.

1.2.1.1 When a per diem check is approved, authorized individuals will sign for their per diem check or they may designate a responsible party to sign for the check by emailing the Coordinator.

- 1.3 Companions may travel with a UFA employee or authorized individual with pre-approval by the Approver. However, any increase in travel expenses associated with travel for companions, will not be covered by UFA. For example, companions may stay in a hotel room ([see paragraph 3.2](#)) paid for by UFA or ride in an approved rental car covered by UFA ([see paragraph 6.1](#)), but UFA will not cover transportation costs for companions or upgrades to, or increased costs for, hotel rooms or rental cars for companions. When completing the Travel Request Form employees must designate if traveling with family.
- 1.4 The Fire Chief or designee may authorize travel that is appropriate, reasonable and necessary to the mission, responsibilities, or duties of UFA for individuals who are **not** employees of Unified Fire Authority. The individual's travel arrangements (e.g. hotel, airline and rental car reservations) will be arranged by the Coordinator, once the Fire Chief or designee receives and approves a Travel Request Form, unless 1.4.2 applies. The form should be submitted 30 days prior to the travel date. For this type of approved travel, a Purchase Order and approved travel form will be required before Finance will either generate a per diem check or reimburse the traveler upon return.
 - 1.4.1 Non-employees will receive per diem similar to UFA employees, as described in paragraph 4.0.
 - 1.4.2 If a contracted non-employee is traveling, UFA will either negotiate travel expenses as part of the contract or provide reimbursement for reasonable travel expenses as part of the contract for their services.
- 1.5 Approval must be given by the Fire Chief or designee before allowing UFA vendors to pay for any expense associated with employee travel and such travel must be arranged in accordance with paragraph 10.0 of this policy.
- 1.6 If an employee's travel plans change after initial approval, the employee is required to notify the Coordinator and his or her Approver in writing of any change along with the associated cost. The Approver will acknowledge the travel change in writing. Any change in a non-employee's travel plans must be approved by the Fire Chief or designee along with providing documentation of any change in associated cost. Contracted non-employee travel changes will similarly require the approval of the Fire Chief or designee and related documentation, as provided for in this policy.

2.0 Transportation

2.1 Air

- 2.1.1 UFA generally will purchase only coach-class tickets aboard a regularly scheduled commercial carrier for both domestic and international flights. The Coordinator will take into account all circumstances, including medical or safety considerations of the traveler, when booking airfare, to provide the most efficient and cost-effective use of travel funds. All tickets or expenses associated with air travel should be paid for by using a UFA Purchasing Card. A personal credit card may be used in an emergency, with documentation as to why the UFA Purchasing Card could not be used provided with any request for reimbursement. Non-

stop flights, while at times, more expensive, may be justified if alternative flights impose other costs than airfare, or require such circuitous routing that it is inconvenient for the Traveler. When this occurs, the Coordinator will find the most economical option available and document this on the Travel Request Form. Travelers who choose to upgrade to business, comfort class, or first class may do so by paying the difference with personal funds. In such circumstances the cost of a coach ticket (with all available discounts applied) for the same trip should be determined; that documentation should be included with the Travel Request Form. Unless it is impossible to do so, advanced-purchase-discount tickets should be purchased. In each case, every effort must be made to obtain a reasonable fare. If a ticket must be changed or cancelled due to a business need, or a personal matter that requires a change in plans, such as a death in the family, or change in travel approval status, the Approver shall be notified in accordance with paragraph 1.6 and the Coordinator shall also be notified. Travelers are encouraged to book unused tickets whenever possible.

- 2.1.2 Employees may retain for personal use promotional items, including frequent flyer miles, received during the course of an official business trip if such items are obtained under the same conditions as those offered to the general public at no additional cost to the UFA. UFA shall not be liable for any loss of benefit (e.g. frequent flyer number not used in association with booking) by employee.

2.2 UFA Vehicles and Privately-Owned Vehicles

- 2.2.1 Only when out of state travel by vehicle is the same price as, or less than, the overall cost of air travel (e.g. ticket, luggage fees, parking, vehicle rental, etc.) as determined by the Coordinator, will travel by vehicle be considered as a possible option.
 - 2.2.2.1 The comparison information shall be made part of the overall travel documentation and retained with the Travel Request Form.
 - 2.2.2.2 An exception to this is when an UFA K9 must travel with their handler.
- 2.2.2 Employees with assigned take-home vehicles must receive approval from the Approver prior to driving UFA vehicles outside of approved areas in accordance with UFA Policy and Procedure - Staff Vehicle Assignment and Use.
- 2.2.3 Generally employees who are not assigned a take-home vehicle will be provided with UFA pool vehicle for travel on UFA business. If a UFA pool vehicle is not available, the use of private vehicles for UFA business may be approved by the Approver prior to departure. When approved to use a private vehicle, the mileage at the prevailing IRS standard mileage reimbursement amount for miles to and from, using the shortest highway route, will be paid once the employee submits the required Mileage Reimbursement Form. The mileage reimbursement rate is intended to

cover all operating costs including depreciation, repairs, gasoline, insurance, towage and other similar expenditures.

2.2.3.1 If an employee chooses to drive their personal vehicle in lieu of using an available UFA pool vehicle, the employee will not be reimbursed for mileage as described in paragraph 2.2.3

2.2.3.2 If a UFA Pool Vehicle is not available, and an employee chooses to drive their personal vehicle in lieu of air travel, when the cost of the air travel is determined to be more economical as described in paragraph 2.2.1, they will only be reimbursed for the cost of comparable air travel as determined by the Coordinator and will not be reimbursed for mileage as described in paragraph 2.2.3.

2.2.4 When two or more employees are traveling to the same destination, for the same time period, carpooling in either UFA take-home or pool vehicles will be required.

2.2.4.1 If an employee chooses to drive their personal vehicle in lieu of carpooling in a UFA vehicle, the employee will not be reimbursed for mileage as described in paragraph 2.2.3

2.3 BUS, BOAT, RAIL

2.3.1 Comparison with all methods of travel shall be a consideration when UFA employees are traveling. A UFA employee may request to travel by rail, bus, or boat, but such travel shall only be approved if the cost is the same price as, or less than, the overall cost of vehicle travel or air travel (e.g. ticket, luggage fees, parking, etc.) as determined by the Coordinator, depending upon the destination and circumstances. When such travel is approved by the Approver, advanced-purchase-discount tickets should be purchased, and every effort must be made to obtain a reasonable fare. If a ticket must be changed or cancelled due to a documented business need, the Coordinator shall be notified. Travelers are encouraged to book unused tickets whenever possible.

2.3.1.1 If an employee chooses to travel by bus, boat or rail in lieu of air travel or vehicle transportation when the cost of the air travel or vehicle transportation is determined to be more economical as described in paragraph 2.3.1, they will only be reimbursed for the cost of comparable travel as determined by the Coordinator and will not be reimbursed for any additional transportation cost.

3.0 Lodging

3.1 The Coordinator should select modestly priced accommodations and find rates that are in line with the GSA Per Diem rates for lodging (refer to www.gsa.gov). At times, lodging rates will be priced higher than the approved GSA rates. When this occurs, the Coordinator will find the most economical option available and document this on the Travel Request Form. This may include booking a room at the hotel where a conference is being held, in order to reduce other

travel-related costs or booking a room at a higher priced hotel due to a legitimate safety concern based upon the location of the GSA rate hotel. Advanced rates that are non-refundable should be avoided even if they are the least expensive alternative to avoid the risk of forfeiture in the event of changes in travel plans. For seminars, meetings or other group activity, UFA will only pay for a standard room. All lodging or expenses associated with lodging should be paid for by using a UFA Purchasing Card. A personal credit card may be used in an emergency, with documentation as to why the UFA Purchasing Card could not be used provided with any request for reimbursement. The original receipted hotel, motel, or other bill must substantiate lodging expenses. The bill must specify rate, date(s) of stay, and evidence of payment and must be part of the purchasing card expense reporting (if applicable). Express checkout itemized receipts are acceptable, but the receipt must show the credit card being charged. Credit card slips/receipts alone are not adequate support.

3.1.1 On the final day of travel, if there is not an available return flight (or other means of travel) that will arrive before 10:00 p.m., employees have the option of staying the night with lodging expenses paid for by UFA.

3.1.2 Employees traveling less than 50 miles from their home are not entitled to lodging without a documented business need allowed by the Approver.

3.2 A companion traveling with a UFA employee is permitted to stay in lodging provided by UFA. Travelers have the option to upgrade by paying the difference with personal funds. UFA will provide and pay for a standard room only.

3.3 If an employee fails to cancel a reservation in a timely fashion, they may be held responsible for any cancellation fees. A written explanation for any failure to cancel must be submitted to the Approver.

4.0 Meals Per Diem

4.1 The meal per diem is calculated based on the GSA Per Diem rate per day for the destination city each day, as identified on the General Service Administration travel web site (www.gsa.gov) and is intended to cover gratuities as well. On the day that travel begins, or ends, per diem for meals will be paid in accordance with the tables below. For all other travel days, the employee will be allowed 100% of the applicable rate. The traveler will not need receipts to justify this amount, but UFA will not reimburse for meals in excess of the established GSA Per Diem rate for meals. Per Diem ACH deposits will be calculated by the Coordinator and issued by the Finance Division prior to the employee's departure as explained in paragraph 1.2. Employees whose travel does not exceed twelve hours will not receive a per diem advance, nor are they eligible to request reimbursement for expenses for meals and incidental expenses (with the exception of regular mileage reimbursement requests).

Table 1			
The Day Travel Begins			
00:00 – 07:59	08:00 – 13:59	14:00 – 19:59	20:00 – 23:59
B, L, D	L, D	D	No meals

B = Breakfast, L = Lunch, D = Dinner

Table 2		
The Day Travel Ends		
00:00 – 11:59	12:00 – 17:59	18:00 – 23:59
B	B, L	B,L,D
B = Breakfast, L = Lunch, D = Dinner		

- 4.1.1. If a per diem ACH deposit is not issued before travel, then the per diem amount will be reconciled upon the employee’s return.
- 4.1.2. If an employee purchases a meal on his or her UFA assigned Purchasing Card, then the employee must reimburse UFA for the actual amount spent for that meal. This will be done as part of the travel return process.
- 4.1.3 Per Diem will not be provided for a meal when the traveler’s itinerary indicates that a meal is being provided by the conference, event or a third-party vendor. In addition, per diem will not be provided for breakfast when that meal is included in the cost of the hotel charge unless responding to a reimbursable event, such as a FEMA US&R deployment, a National Forest Service, BLM or US Fish and Game requested Wildland Response, EMAC, SMAA resource deployment, State-mandated or Federally-mandated EOC activation, or other similar activities.
- 4.1.4 When completing the Travel Request Form, indicate which meals, if any, are being provided as part of the travel and attach appropriate documentation. If a meal is provided for an employee that wasn’t anticipated prior to traveling, the employee must reimburse UFA for the actual amount spent for that meal. Or, conversely, if an employee must purchase a meal for an unforeseen circumstance (e.g. the conference-provided meal could not be eaten due to a food allergy) then UFA may reimburse the employee for the actual amount spent. This will be done as part of the travel return process.

5.0 Conference Registration

- 5.1 Conference registration, when possible, may be paid by the Coordinator. Employees with a UFA Purchasing Card will use that method of payment. A personal credit card may be used in an emergency, with documentation as to why the UFA Purchasing Card could not be used provided with any request for reimbursement. When paying by UFA Purchasing Card or personal credit card, copies of conference registration information shall be forwarded to the Coordinator. A check can also be issued by Finance. Finance will not issue a registration check without an approved Purchase Order that includes the registration form with all fees associated with the class/course/event indicated.
 - 5.1.1 Attendees will submit a brief report of the conference proceedings upon their return.

6.0 Car Rental

- 6.1 UFA will reimburse/pay for a rental car only when there is an approved business justification or when there is no other means of comparable transportation. Economical ground transportation including buses, taxis, transportation network services (e.g. Uber, Lyft) and shuttle services should be utilized whenever possible. Use of a rental car shall be approved by the Approver in writing and the approval forwarded to the Coordinator. When approved, car rentals are generally expected to be for intermediate or economy size classifications for individual travelers. The Approver may approve larger vehicles or vans when groups of employees are traveling together or there is an approved business justification. Employees traveling within the state of Utah should have all taxes exempted, if possible, from the cost of the car rental. Individual travelers have the option to upgrade to a more expensive classification of rental car by paying the difference with personal funds.
- 6.2 Rental car expenses shall be booked by the Coordinator, and any exception requires the written approval of the Approver. Receipts for use of a rental car will be turned into the Coordinator upon return.
- 6.3 When renting a vehicle, reservations will be made using existing State contracts which include rental costs and liability and damage insurance.
- 6.3.1 If not using a State contract, at a minimum, the Loss or Collision Damage Waiver shall be purchased.
- 6.4 Should a rental car accident occur the employee should immediately contact:
- The rental car company, in accordance with the rental contract
 - Local authorities, as required
 - On Duty Safety Officer
 - The Section Chief

7.0 Incidental Travel Expenses

- 7.1 Allowable, incidental travel expenses should be paid for by using a P-Card. A personal credit card may be used in an emergency, with documentation as to why the UFA Purchasing Card could not be used provided with any request for reimbursement. Travelers should have all taxes exempted from miscellaneous travel expenses when traveling within the state of Utah if possible. If a UFA Purchasing Card is not used, a receipt will be necessary to receive reimbursement. The receipt will be turned into the Coordinator for reimbursement.
- 7.1.1 Allowed Incidental Travel Expenses for Business Purposes Only
- Internet or Wi-Fi charges
 - Fuel for rental car (for business purposes and de minimis personal use)
 - Parking fees
 - Southwest Airlines Early Bird Check-In (paid in advance by the Coordinator)
 - Standard baggage fees

- Taxi, shuttle, bus or other transportation charges
- Toll charges
- Freight or shipping

7.1.2 Disallowed Incidental Travel Expenses

- Airline club membership dues
- Alcohol
- Car washes for personal vehicles
- Child/Elder Care expenses
- Health club sauna or massage fees
- In-flight cash bar
- Personal items
- Fuel for rental car for personal purposes
- Hotel Incidental Charges

8.0 Compensable Hours of Work During Travel

- 8.1 When traveling on *required* business for the UFA, time spent traveling is considered “hours worked” for the purpose of compensation. This includes any amount of time the employee was flying, driving, or otherwise being transported. In addition, for any type of travel other than a vehicle, it includes the amount of time spent checking-in or waiting for transportation (up to two hours prior to the stated departure time), any lay-over time spent within an airport and the time after arrival spent claiming luggage and arriving at the employee’s hotel or other lodging facility.

Time spent traveling by vehicle, boat, rail or bus will only be approved when it is economical for the UFA; In instances where the employee chose to travel by means that were more costly than comparable air travel (as referenced in paragraphs 2.2 and 2.3) only the time which would have been necessary for comparable air travel (or vehicle travel depending on the circumstances) will be considered “hours worked” for the purpose of compensation.

- 8.2 If an employee is required to stay extra days to accommodate business travel, they will be compensated for the number of hours that constitute the employee’s regular workday for any “hold-over” days.
- 8.3 While traveling, time spent participating in seminars, classes or conferences or in meetings for business purposes is considered “hours worked” for the purpose of compensation. This includes breakfast, lunch or dinner meetings where there is a conference-sponsored speaker, or which would be considered working meetings.
- 8.4 Anticipated overtime hours for travel must be approved by the Approver prior to the employee’s departure and should be documented on the Travel Request Form.
- 8.5 Employees should report accurate hours worked on their regular timecard once they have returned from travel.

9.0 Travel Return and Reimbursement Process

- 9.1 The UFA Travel Return and Reimbursement Form and the related documentation should be processed within ten (10) days of the traveler's return. Processing means the following: (1) the traveler or their designee **must** complete and submit a completed form, with all appropriate documentation. If the traveler used a UFA Purchasing Card for some of the related transactions, then duplicate copies of the receipts will need to be made in order to complete both the UFA Purchasing Card coding process and the Travel Return Form. (2) It shall be the responsibility of the Approver to review the itemized report form and verify the propriety of each receipt, e.g. to determine the receipt is for the amount claimed, it is an authorized expenditure, it is reasonable in amount and nature, and it does not violate provisions of UFA Rules, Policies or Procedures. (3) signature(s) from the Approver (as indicated on the form) will signify review and acceptance of the itemized report.
- 9.2 Completed Travel Return and Reimbursement form(s) shall be submitted to the Coordinator. If the Coordinator has any questions regarding a reimbursement request, he/she will bring it to the attention of the Fire Chief, or the Chief's designee, for resolution. Reimbursement shall be calculated by the Coordinator and approved and issued by the Finance Division through ACH deposit.
- 9.3 The UFA Purchase Card related documentation should be processed in accordance with [UFA Policy and Procedure – Purchasing Card Policy](#).
- 9.4 No travel will be reimbursed in advance of any actual travel incurred or event dates. For example: airfare purchased in advance, conference and registration fees, etc.

10.0 Third Party Reimbursed Travel

- 10.1 When a third party is covering all travel expenses (hotel, per diem, transportation, etc.) they will either make the arrangements themselves or have the employee make the arrangements. In these instances, no per diem shall be issued and no reservations shall be made by the Coordinator. A Travel Request Form must still be completed and approved so that UFA can track the travel time for the employee unless they are using their own leave (e.g. vacation).
- 10.2 In any instance where an employee receives reimbursement from a third party for only a portion of travel expenses initially covered by UFA, a copy of the reimbursement or other appropriate documentation must be forwarded to the Coordinator if requested. It is the responsibility of the traveler to reimburse UFA for the amount paid by UFA once the travel is completed and within two weeks after the traveler receives reimbursement. If the request for third party reimbursement was not completed correctly or in a timely manner and the request was denied for those reasons, the traveler is still required to reimburse UFA for that portion of travel paid by the UFA funds. If this is not done within sixty days of the date of return, it will be collected from the employee via payroll deduction.

10.3 If the reimbursement is anticipated to never occur for reasons beyond the employee's control, the Fire Chief or designee may waive the payroll deduction. If, at any time, the employee actually does receive the reimbursement once it has been waived, they is required to pay back the UFA funds.

10.4 **National Fire Academy/Emergency Management Institute Attendance**

10.4.1 Employees desiring to attend the National Fire Academy (NFA), or Emergency Management Institute (EMI), must have approval from the appropriate supervisor, and the Fire Chief or designee. Generally, this travel is considered voluntary and is not considered "hours worked". However, if attendance at NFA/EMI courses is required for the employee's current position, then compensation for "hours worked" would be in accordance with paragraph 8.0 and UFA Policy and Procedure - Overtime and Compensatory Time.

10.4.2 As soon as the employee receives approval from the Academy it will be the employee's responsibility to forward a copy of the acceptance letter to their supervisor, the staffing office and the UFA Coordinator.

10.4.3 UFA will only reimburse for a rental car during NFA/EMI classes or events when there is a business justification in accordance with the approval and procedure process outlined in paragraph 6.0.

10.4.4 UFA will reimburse for eligible incidental travel expenses during NFA/EMI classes or events when there is a business justification in accordance with the approval and procedure process outlined in paragraph 9.0.

10.4.5 For travel days to and from NFA/EMI, employees will be paid per diem in accordance with Table 1. NFA/EMI requires that a meal ticket be purchased when staying at NFA/EMI dorms. This meal ticket will substitute for the meals per diem while attending NFA/EMI. The meal ticket will need to be purchased by the employee, using a personal credit card. The cost of the meal ticket will be added to the employee's per diem and issued by the Finance Division prior to the employee's departure, as explained in paragraph 1.2.

10.4.6 If dorms are not available at the time of the travel request, documentation from NFA/EMI must be provided indicating that dorms are full and other lodging arrangements must or will be made. UFA will attempt to pay for those non-dorm lodging days in advance or reimburse the employee upon their return.

10.4.7 The NFA/EMI reimburses employees directly for transportation costs and other expenses, in this instance the provisions of paragraph 10.1 and 10.1.1 shall apply.

11.0 **Foreign Travel**

11.1 All foreign travel requires the pre-approval of the UFA Fire Chief and the UFA Board Chair, or in the absence of the Chair, the Vice Chair.

12.0 Recovery of Funds/Discipline

- 12.1 UFA reserves the right to seek reimbursement for employee expenditures that are found to be a violation of UFA policies and procedures or inappropriate use of public funds.
- 12.2 Violation of the provisions of this policy may result in discipline, up to and including termination, in accordance with UFA Policy and Procedure – Discipline.

Replaces policy dated May 4, 2020