

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
VENDOR-PAID EXPENSES FOR EMPLOYEE TRAVEL

**Purpose -**

To prevent the direct or indirect creation of a conflict on interest between a purveyor of goods or services (vendor) and any person representing and receiving compensation from Salt Lake County.

**Policy -**

1.0 It is the policy of the County, in order to prevent any situation from creating a conflict of interest, either expressed or implied, that no elected official, appointed or merit-covered employee, nor any person representing the County and receiving compensation therefrom shall travel inside or outside the state of Utah at the expense of any past, present, or future purveyor of goods or services (vendor) to any office, department, division, section or agency of Salt Lake County.

1.1 Definitions

For the purpose of definition, the term "expense" shall include, but not be limited to, the following:

- a. commercial air, train or bus fair or equivalent private conveyance,
- b. automobile mileage reimbursement, and
- c. any type of commercial, corporate or privately-owned lodging accommodations.

**2.0 Exceptions**

Exceptions to Section 1.0 may be granted by the County Mayor for good cause shown.

2.1 Definitions

For purposes of definition, the term "good cause shown" shall include and require, but not be limited to, the following:

- a. a written explanation, justifying such an exception,
- b. a written disclosure of all the facts associated with the matter, and
- c. a written request to the County Mayor containing the elements above seeking such exception.

2.2 No exception will be allowed in any circumstance which would violate the prohibitions of Salt Lake County Ordinance 2.81.030, or any other provision of the Ordinances of Salt Lake County, or Utah state law. It shall be the duty of each elected official, appointed or merit-covered employee, or person representing Salt Lake County to be aware of the ordinances of Salt Lake County and Utah law and not seek an exemption which would violate any provision(s) thereof. The County Mayor may seek an opinion from the Office of the District Attorney whenever the Mayor is presented with a request for an exception to this Policy.

**1021**

APPROVED and PASSED this 8 day of May, 2001.

SALT LAKE COUNTY COUNCIL

\_\_\_\_\_  
Marvin Hendrickson, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
District Attorney's Office      Date