Purpose
To establish guidelines for conferences of the Utah Department of Transportation (Department).

Policy
A. Sponsorships: Department employees will not solicit sponsorships from outside sources for conferences and other Department functions. This includes money, food, and other items.

B. Exhibition Booths: The Department may continue to offer booths at conferences but will charge only the cost for the booth.

C. Registration Fees: The Department may continue to charge non-Department attendees reasonable fees to attend Department-sponsored conferences.

D. A representative from the Comptroller’s Office will act as treasurer or financial reviewer for the all major Department conferences.

Background
The Quality Improvement Council (QIC) met on April 5, 2005, and agreed on this policy.