



EXCESSIVE AND LUXURY EXPENDITURE POLICY

I. General Policy

The policy of United Bank is that directors and employees of United Bank utilize corporate assets in a prudent manner and as such are hereby precluded from engaging in excessive or luxurious expenditures. The sections of this Policy that follow are United Bank's minimum standards. Directors and employees are encouraged to impose more stringent standards upon themselves when they deem the relevant circumstances require such standards.

II. Types of Excessive or Luxury Expenditures

Excessive or luxurious expenditures can occur in the following areas:

- travel;
- events;
- office and facility improvements and/or renovations;
- entertainment; and
- other activities or events that involve expenditures which are not for staff development, performance incentives or other similar matters conducted in the normal course of business and which are not reasonable in amount.

III. Travel Expenses

A. Procedure for Reimbursement. All travel related expenses incurred by a Director of United Bank in the ordinary course of business shall be submitted to the Chief Financial Officer (CFO) ("Policy Officer") on an employee expense report. The Policy Officer will be responsible for making sure all documentation is appropriately completed and will submit all approved expenses to Accounts Payable for reimbursement.

All travel related expenses incurred by an officer or employee in the ordinary course of business shall be submitted by the officer or employee on an employee expense report and approved by such officer or employee's supervisor before being submitted to Accounts Payable for reimbursement. Reimbursement requests by the Chief Executive Officer ("CEO") must be made by the Chairman of the Board of Directors (the "Board").

Any travel expenditures that are not covered by the foregoing provisions must be approved in writing by the Chairman of the Board (if requested by a Director or the CEO) or the employee's supervisor (if requested by an employee) prior to being incurred.

B. Automobile and Mileage Related Expense. The standard rate for mileage reimbursement for directors and employees using their personal vehicles for business purposes is established periodically by the Chief Financial Officer of United Bank at a level equal to or less than the IRS guideline in effect at the time

of travel. Mileage should be tracked from the beginning point of travel (home or office) to the point of destination for business of United Bank. Directors and employees will be reimbursed for parking and tolls when these expenses are required in the course of business related travel.

C. Lodging. Employees and Directors are encouraged to avoid overnight stays when one way travel time for a one day meeting is two hours or less. Exceptions are conferences, group meetings, etc. that have been previously approved by the employee's supervisor or the CEO. When possible, lodging should be booked through the appropriate group rates or discounts available for an event. Hampton Inn/Holiday Express style hotels or equivalent should be used whenever possible. Expenses such as spas, fitness facilities, in-room movies, laundry and dry cleaning services, etc., must be paid personally by the employee or director and will not be reimbursed by United Bank.

D. Meals. The Bank will reimburse directors and employees for reasonable meal expenses that are incurred during business related travel. The maximum reimbursement for meals is \$100.00 per day when incurred during out of town business travel that includes overnight lodging. The maximum reimbursement for meals per day when an overnight stay does not occur is \$50.00. Receipts will be required on meals of \$25.00 or more.

E. Commercial Airlines. Use of commercial airlines must be approved by the Chairman of the Board, the CEO or the employee's supervisor, as applicable. United Bank will not reimburse employees or directors for air fares that exceed the rate charged for "economy" or "tourist" seats.

F. Rental Cars. The use of rental cars for business purposes may be necessary under certain circumstances. Rental cars should be appropriate for the business purpose but should not include luxury vehicles.

G. Taxi. Taxi fares will be reimbursed if incurred during the normal course of business. Receipts should be submitted on a personal expense voucher.

H. Charter Aircraft. No aircraft may be chartered by an employee or director without the prior express consent of the CEO.

IV. Office and Facility Improvements and Renovations

All proposed office and facility capital improvements and/or renovations with a cost exceeding \$50,000 must be approved by the CEO prior to the commencement of any such activities.

Any proposed expenditures requested by the CEO must be approved by the Chairman of the Board.

Any other proposed office or facility improvements and/or renovations, with a cost of less than \$50,000, must be approved by the appropriate Division President, or head of department

V. Events

All proposed meetings and events organized by United Bank must serve one or more legitimate business purposes. Each proposed meeting or event with a cost exceeding \$10,000 must be supported by a written business case identifying the specific business purpose and approved by the CEO for requests by an employee or senior executive officer for a meeting or event or the Chairman of the Board for requests by a director or the CEO for a meeting or event.

VI. Entertainment

All reimbursements for employee entertainment expenses exceeding \$2,000.00 must be approved by the CEO, and CEO entertainment expenses exceeding \$3,000.00 must be approved by the Chairman of the Board. Director expenditures must be approved by the Chairman of the Board. If a guest or customer is being entertained, the individual's name, affiliation, place of meeting or entertainment, and business reason for the entertainment must be included on the personal expense voucher that is submitted for reimbursement.

VII. Other Activities

All other activities or events that are not reasonable expenditures for staff development, performance incentives in accordance with written plans and policies or other similar expenditures incurred in the normal course of business must be approved by the CEO or the Chairman of the Board.

VIII. Reporting of Violations

Any individual who violates this Policy, or knows of any such violation by any other individual, must report the violation immediately to such individual's supervisor who shall then report the violation to the CEO or to the Chairman of the Board (if an alleged CEO violation). Any employee or director who engages in extravagant spending shall be subject to discipline up to and including termination of employment or removal from or omission of re-nomination to the Board.

IX. Certification

The CEO and the Chief Financial Officer of the Bank shall certify to the Board at least annually that the provisions of this Policy are being enforced and are sufficient to provide reasonable assurance that United Bank's expenditures for such purposes are not excessive.

X. Amendments and Modifications

This Policy shall be subject to modification only with the approval of the Board stating the specific business rationale for the change in policy.

United Bank Board of Directors Approval – August 11, 2009

United Bank Corporation Board of Directors Approval – September 8, 2009