

APPENDIX J

TRAVEL POLICY

of the

COUNTIES OF WARREN AND WASHINGTON

INDUSTRIAL DEVELOPMENT AGENCY

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TRAVEL POLICY

ARTICLE I. **APPLICABILITY AND PURPOSE.**

This Travel Policy (the "Policy") of the Counties of Warren and Washington Industrial Development Agency (the "Agency") shall apply to every member of the Agency and all officers and employees thereof. The purpose of this Policy is to clarify the requirements and procedures relating to travel while on Agency business. This Policy is adopted in accordance with and pursuant to the Public Authorities Accountability Act of 2005, specifically Section 2824 of the Public Authorities Law.

ARTICLE II. **APPROVAL OF TRAVEL.**

All official travel for which a reimbursement will be sought must be approved prior to travel by the Agency's officers, members and employees. The traveler shall submit an estimated budget for the travel for the review and consideration of the Chair. Provided, however, in the instance where the Chair will seek reimbursement for official travel, such travel must be authorized, in advance, by the Chair of the Agency. For purposes of this Policy, "official travel" shall mean travel carried out while on Agency business or in furtherance of one's duties and responsibilities with respect to the Agency.

ARTICLE III. **EXPENSES OF TRAVEL.**

1. The Agency will reimburse actual, reasonable and proper expenses related to, but not limited to, meals, travel and lodging that were incurred by any officer, member or employee as a result of the performance of their official duties. Such expenses shall be reasonable in amount and proper in nature and the purpose of the expense shall conform with sound, ethical and legal standards of conduct expected by all Agency directors, officers, members and employees. For purposes of this Policy, "reasonable" shall be defined as that which enables the individual to live comfortably, but not extravagantly while away from home. Individuals are expected to exercise the care normally exercised while operating on their own funds.

2. All expenses must be clearly and correctly recorded; any unusual items or amounts must be fully explained. Receipts are suggested for all expenditures and are required for all expenditures of \$50.00 or more. It is the traveler's responsibility to report his travel expenses to the Chair in a responsible and ethical manner, in accordance with this Policy, within thirty (30) days of said travel.

3. Under no circumstances shall expenses for personal travel be charged to, or

temporarily funded by the Agency.

ARTICLE IV. TRAVEL EXPENSES.

1. It is suggested that travelers use their private vehicle for business purposes. The traveler will be reimbursed at the then current standard mileage rate, as set by the Internal Revenue Service, and will be reimbursed for parking fees and toll charges. If it is less expensive for the traveler to rent a car or use alternative transportation or if it will save time by traveling via alternate transportation, then the traveler may do so and shall be reimbursed for the actual expense incurred. Fines or other expenses incurred as a result of traffic or parking violations are the personal responsibility of the traveler.

2. Lodging will be reimbursed at actual expense which shall be reasonable, comfortable and convenient to the place where business is being conducted. For trips three (3) nights or longer, the cost of such lodging shall be approved in advance.

3. Meals, including gratuities, will be reimbursed at the actual expense incurred, provided such expenses are reasonable considering the location where business is being conducted.

4. Reimbursement for miscellaneous expenses shall be determined on a case by case basis at the time the Chair reviews the record of expenses, as set forth in Article V, herein.

ARTICLE V. APPROVAL OF TRAVEL EXPENSES.

Once a record of the expenses has been submitted to the Chair, he shall review and approve of the expenses reported. The Chair shall ensure that the expenses were necessary to accomplish the Agency's objectives and that the expenditures were incurred in accordance with this Policy. The Chair shall sign the report, approving thereof, and present it to the Treasurer for payment to the traveler.

This Policy was duly adopted by the Counties of Warren and Washington Industrial Development Agency on September 25, 2006.