

TRAVEL POLICY

Adopted July 12, 2011

Objective

The purpose of this Travel and Conferences Policy (Policy) is to outline the policies and procedures the Cheektowaga Economic Development Corporation (the Corporation) will follow with respect to these and other related expenditures in accordance with Section 2824 of the Public Authorities Reform Act of 2009.

Applicability

This policy shall apply to the Corporation's Board of Directors, Officers, Members and any other affiliated entities that may be established by the Corporation.

General Guidelines

It is the general policy to pay reasonable and necessary travel and conferences expenses incurred as a result of official business subject to the presentation of appropriate documentation. Any exception or potential exception to this Policy must be submitted to the Board for approval.

Travel

A. Approval of Travel

Travel involving overnight accommodation or travel requires the approval of the Board.

B. Personal Travel

Personal travel is not reimbursable. This exclusion applies to personal travel which interrupts official travel, or precedes or follows a business trip.

C. Reimbursable Travel Expenses

Transportation expenses shall be reimbursed based on an economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier. Every reasonable effort should be made to cancel reservations on a timely basis to avoid no-show or late cancellation charges.

1. Automobile Travel

- i) Personal vehicle travelers may use their personal vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. In most circumstances, mileage shall be computed as the distance traveled to the business destination.

Mileage will be reimbursed at the prevailing IRS mileage rate reimbursement limits. Expenses related to the mechanical failure or accidents to personal cars are not reimbursable. When utilizing a personal vehicle for business, travelers must maintain liability insurance on the vehicle in accordance with New York State requirements. The Corporation may periodically request proof of insurance from such travelers.

- ii) Rental cars may be rented when renting would be more advantageous to the Corporation than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact or economy model requested unless the itinerary, number of travelers or baggage support the choice of a larger vehicle. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. Liability and physical damage coverage offered by the rental company should be declined.
- iii) Miscellaneous automobile-related expenses, charges for parking, ferries, bridges, tunnels, or toll roads while an individual is traveling on Corporation business will be reimbursed.

2. Air Travel

Whenever practicable, travelers are expected to use tourist, economy or coach. The lowest cost air travel should take precedence after considering departure/arrival times and number of stops.

3. Surface Transportation used in Lieu of Air Travel

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis and ferried incurred while in transit by surface transportation may be reimbursed. Such costs shall not exceed the cost of airfare, based on the cost of regular coach fare available for the location of travel from a standard commercial air carrier plus transportation costs to and from the airport.

4. Other Forms of Transportation

Rail, shuttle, subway or bus transportation may be used if it is convenient and less expensive than alternative transportation.

5. Food and Lodging

Lodging, meals, tips, and related miscellaneous expenses while an individual is on travel status for the Corporation will be reimbursed in their actual, reasonable amounts when properly documented. Accommodations are expected to be comfortable and appropriate to the particular purpose of the trip- not luxurious or extravagant. Wherever possible the New York State sales tax exemption should be claimed.

6. Miscellaneous Travel Expenses

Examples of miscellaneous travel expenses that are reimbursable are the following: reasonable tips for baggage handling, etc.; business telephone or internet calls and occasional, reasonable personal calls; highway and bridge tolls; necessary parking fees; small supplies on an emergency basis; fees for visas, passports, and inoculations are allowable when they are a specific and necessary condition of fulfilling a work assignment.

7. Travel Expenses Not Reimbursed

Expenses that are not reimbursable include: lost or stolen tickets, cash, or personal property; fines; accident insurance premiums; child, pet or house-sitting expenses; penalties or fees for cancellation or change of discounted tickets when the cancellation or change came about from personal rather than Corporation choice; in-room movie or video game rentals; hotel mini-bar charges; dry cleaning (unless the Corporation requests that the traveler extends their regularly scheduled trip or when the traveler is away from home for more than six days); all costs pertaining to spouses, partners or other non-Corporation personnel accompanying the traveler.

The above listings are not all-inclusive and items not listed will be reviewed on a case-by-case basis.

Conferences and Seminars

Reimbursement of conference and seminar fees and related hotel and meal expenses will be limited to those reasonable, necessary, approved expenses which are reported in an Expense Report with supporting receipts or documentation. The Corporation will only reimburse reasonable meal and beverage expenses of guests when the purpose of the meeting is to discuss Corporation business. If this is the case, the Corporation requires that the traveler provide a listing of the guests whose costs are being reimbursed, their organization and title and the business purpose of the meeting. If a conference registration fee includes an extra charge for social activities, such as site-seeing tours, golf outings, etc., these charges are considered personal expenses and will not be reimbursed.

Dues of Professional or Technical Organizations

Dues for approved memberships in professional or technical organizations are related to directors or officers responsibilities.

Advances

Cash advances will not be paid.

Reimbursement Approval

Reimbursement may be requested as soon as the individual has made the expenditure, completed their Expense Report and had it approved. The Board must approve Expense Reports. In approving a request to reimburse, the Board must determine that: the expenditure serves a clear and necessary business purpose of benefit to the Corporation; the expenditure of funds is reasonable, cost effective, and in accordance with the best use of Corporation administered funds; any alternatives that would have been equally effective in accomplishing the desired objectives were considered.

If a required receipt is lost or unavailable, a written explanation of the circumstances must accompany the reimbursement request.