

Cattaraugus County Industrial Development Agency Travel Policy

1. GENERAL INFORMATION

- 1.1 The Cattaraugus County IDA's Travel Policy is intended to be a general guide for the approval of overnight travel or attendance at conferences, seminars and training sessions, mileage and any activity requiring payment of a registration fee, for the utilization of compensated employee time for such activity, and for reimbursement of incurred travel or conference expenses.
- 1.2 Questions or issues not specifically addressed by this policy shall be resolved on an individual basis by the Executive Director.
- 1.3 The IDA's Travel Policy shall apply to all IDA employees.
- 1.4 Travel and conference requests will be approved only when the benefit derived is of value to the Agency.
- 1.5 ***Reimbursable Expenses:***
 - .1 Reimbursement will be made for actual expenses incurred for approved overnight travel or conference, seminar and training session attendance, sales calls, mileage, provided that such expenses are reasonable, necessary and in accordance with the guidelines established by this policy.
 - .2 All reimbursement, including that for transportation, meals and out-of-pocket expenses, will be subject to the provisions of the Fair Labor Standards Act (FLSA).
 - .3 A copy of the approved Travel Authorization form must accompany each voucher for reimbursement.

2. REIMBURSABLE AND ALLOWABLE EXPENSES

2.1 *Lodging:*

- .1 Arrangements for lodging required for approved overnight travel or conference, seminar and training session attendance should be made in the most economical manner consistent with providing single accommodations of standard business class.

- .2 Direct billing or a Agency Credit Card should be utilized whenever possible and all billing should include the agencies tax-exempt certification.
- .3 Otherwise, an itemized receipt detailing the expense incurred for lodging must accompany the voucher for reimbursement.

2.2 *Transportation:*

- .1 Arrangements for transportation should be made in advance and in most economical manner possible.
- .2 Itemized receipts for expenses incurred for gasoline, parking and tolls must accompany the voucher for reimbursement.

2.3 *Air Travel:*

- .1 Whenever air travel is necessary, the Agency will pay the cost of coach or economy fare.
- .2 Direct billing or an Agency Credit Card should be utilized whenever possible.

2.4 *Criteria for Reimbursement:*

- .1 Reimbursement will be made for meal expenses incurred for approved overnight travel or conference, seminar training session attendance, provided that such expenses are reasonable, necessary and in accordance with the guidelines established by this policy.
- .2 Reimbursements will be made for actual meal expenses incurred for approved overnight travel or conference, sales calls, seminar and training session attendance.
- .3 Requests for such reimbursement will be documented by receipts.
- .4 Reimbursements will be made for reasonable and necessary out-of-pocket expenses incurred for approved overnight travel or conference, sales calls, seminar and training session attendance.
- .5 Reimbursable expenses include, but are not limited to: parking fee, tolls, cab fare, telephone expenses, etc.
- .6 Requests for such reimbursement will be documented by receipts, whenever possible.

3. **CREDIT CARD USE FOR TRAVEL EXPENSES**

- 3.1 The Executive Director must approve the issuance of Credit Cards for travel/business purposes.
- 3.2 The Executive Director must receive the approval of the majority of the CCIDA Board of Directors or the Chairman of the CCIDA Board.
- 3.3 The use of Credit Cards shall be governed by the policies and procedures established by the Agency.
- 3.4 Credit Cards may be used for the following: airline tickets, taxi fares, car rentals, tolls, parking fees, meals, lodging, and business related expenses.
- 3.5 Agency employees are required to submit the original itemized receipt and/or invoice for payment processing.
- 3.6 Misuse of the Agency's Credit Card will result in forfeiture of the card and possible disciplinary action.

3 **MILEAGE REIMBURSEMENT**

- .1 "Commuting travel" shall mean travel on the most direct and reasonable route between residence and business location.
- .2 "Place of business" shall mean a place in, on, or at which Agency work is performed.
- .3 The mileage rate utilized for reimbursement of necessary business travel will be the rate established by the Internal Revenue Service.
- .4 If an employee of the Agency travels to a work related function, event, seminar, sales call, etc., the employee shall be reimbursed at the IRS business mileage rate for the miles driven, from the function, event, seminar, sales call, etc. to the employees residence or vice versa if the function, event, seminar, sales call, etc. is at the beginning of the employees work day.

