

TOWN OF CHAMPLAIN INDUSTRIAL DEVELOPMENT AGENCY

TRAVEL POLICY

1. Generally. It is the policy of the Town of Champlain Industrial Development Agency (the "Agency") that uniform procedures be followed for the authorization and expenditure of funds for travel associated with the Agency's business.
2. Policy Statement. The Agency will reimburse members, employees and approved non-employees for necessary and reasonable travel expenses incurred in furtherance of the Agency's business ("Qualified Expenses").
3. Pre-Approved Travel and Travel Related Expenses. Qualified Expenses incurred by Agency members, employees or approved non-employees to be reimbursed by the Agency, using Agency funds that have been set aside for such purposes or that the Agency has available for reimbursement of travel expenses (the "Travel Budget"), must be approved in advance by the Executive Director of the Agency. The Executive Director will advise the Chief Financial Officer of all approved requests.
 - (a) The Chief Financial Officer shall continue to inform the Executive Director of the status of the Travel Budget throughout the year, so that the Executive Director is able to approve and/or deny travel expenses accordingly.
 - (b) The Executive Director or his/her designee will assist the member, employee or approved non-employee, if desired, with arrangements for travel and the accompanying reimbursement procedures.
 - (c) Reimbursement of Qualified Expenses are subject to the substantiation and approval provisions contained within Section 7 hereof.
4. Unapproved Travel and Travel Related Expenses. Qualified Expenses that are incurred by Agency members, employees, and approved non-employees who have not received prior approval from the Executive Director, may be submitted for reimbursement. However, if the Travel Budget does not contain adequate funds to cover the entire amount of such travel expense, full reimbursement is subject to an amendment of the Travel Budget by the Agency's members.
5. Specific Travel Expenses:
 - (a) Travel by Car/Mileage Expenses: Mileage shall ordinarily be computed between the Agency Office and the traveler's destination. However, in the interest of convenience, mileage may be calculated from the traveler's residence and the traveler's destination, so long as the traveler resides within the county in which the Agency is located.

(i) Standard Mileage Reimbursement Rate: The mileage reimbursement rate will be equal to the optional standard mileage rate published by the Internal Revenue Service at the time of travel. The optional standard mileage rate takes into account and is meant to compensate for all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc.

(b) Travel by Air/Rail/Rental Car: Coach class or any discounted fare shall be used in the interest of economy. The use of business or first-class or other higher cost services may be authorized only in extenuating circumstances, which extenuating circumstances shall be presented to the Agency's members in writing and approved by a majority of said members.

(c) Subsistence Expense: Subsistence expenses incurred while traveling consists of charges for lodging, meals and incidental expenses. For trips lasting 12 hours or less, expenses for lodging, meals and incidental expenses will not be reimbursed. An exception to such prohibition will be allowed for meal expenses if the meal is an integral part of a business meeting. For trips lasting greater than 12 hours, but less than 24 hours, expenses incurred for lodging, meals and incidentals will be fully reimbursed if reasonable and if approved pursuant to Sections 3, 4 or 5 of this policy.

6. Reimbursement Procedure: A travel expense voucher reporting all Qualified Expenses pertaining to a particular trip must be submitted to the Chief Financial Officer of the Agency within 45 days of the end of the trip.

(a) Substantiation: The travel expense voucher should include:

(i) Date and time of departure from and return to the Agency or traveler's residence;

(ii) Purpose of the travel or the nature of the business benefit derived as a result of the travel;

(iii) Whether or not the expenses incurred during the travel were pre-approved; and

(iv) The amount of each expenditure, listed by date and location.

(b) Receipts: The original of the following receipts must be submitted along with the travel expense voucher:

(i) All travel tickets (i.e. airline tickets, train tickets, rental car agreement)

- (ii) All meal receipts (i.e. signed credit card slips or payment stubs);
and
- (iii) All lodging receipts (i.e. hotel, motel receipts).

(c) Final Approval: The Chief Financial Officer shall review each travel expense voucher in order to ensure that the traveler has provided adequate substantiation and to determine whether the expenses listed therein are reasonable. The Chief Financial Officer may require a traveler to submit additional substantiation and, if the Chief Financial Officer finds a particular expense to be unreasonable (either as to amount or purpose), the Chief Financial Officer may deny reimbursement of the expense or reduce the amount of the reimbursement for such expense.