

# ALLEGANY COUNTY INDUSTRIAL DEVELOPMENT AGENCY

## TRAVEL POLICY

**SECTION 1. SCOPE.** This policy shall apply to every member of the board (the "Board") of the Allegany County Industrial Development Agency (the "Agency") and all officers, employees and approved non-employees.

**SECTION 2. APPROVAL OF TRAVEL.** All official travel for which a reimbursement will be sought must be approved by the Executive Director prior to such travel. Provided, however, in the instance where the Executive Director will seek reimbursement for official travel, such travel must be pre-authorized by the Chairman of the Agency.

**SECTION 3. UNAPPROVED TRAVEL.** Expenses that are incurred by Agency Board 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, operating account or similar account used for the reimbursement of travel related expenses 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 Board members, or the Agency's receipt of adequate funds that may be used by the Agency, in the sole discretion of the Agency's Board members, to reimburse travel expenses.

**SECTION 4. PAYMENT OF TRAVEL.** The Agency will reimburse all reasonable expenses related to meals, travel and lodging that were incurred by any director, officer, employee or approved non-employee as a result of the performance of their official duties. All official travel shall be properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by the Agency. It is the traveler's responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy.

**SECTION 5. TRAVEL EXPENSES. (A) Personal Automobiles.** Travelers may use their private 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. The traveler will be reimbursed at a standard mileage reimbursement rate (currently 48.5/mile). Standard mileage reimbursement rates will correspond to the rates published by the Internal Revenue Service.

**(B) Meals.** Meals will be reimbursed at actual expense or a per diem rate, whichever is less. Per diem allowances will be established and from time to time amended by the Chief Fiscal Officer of the Agency.

**(C) Lodging.** Lodging will be reimbursed at actual expense up to certain daily rate caps established for various locations. The applicability of such caps shall be determined on a case by case basis taking into consideration availability of lodging and other extenuating circumstances. Lodging caps will be established and from time to time amended by the Chief Fiscal Officer of the Agency.

**(D) Miscellaneous Expenses.** Reimbursement for miscellaneous expenses shall be determined on a case by case basis by the Chief Fiscal Officer of the Agency.

**SECTION 6. REIMBURSEMENT PROCEDURE.** A travel expense report, which reports all 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.