

CLINTON GRANT FACILITATION CORPORATION

TRAVEL POLICY

SECTION 1. PURPOSE AND AUTHORITY. The purpose of this travel policy (the “Policy”) is to implement Section 2824(1)(e) of Title Two of Article 9 of the Public Authorities Law (the “Act”), which requires that members of the board of directors of the Clinton Grant Facilitation Corporation (the “Corporation”) establish written policies and procedures applicable to travel paid for by the Corporation.

SECTION 2. GENERALLY. It is the policy of the Corporation that uniform procedures be followed for the authorization and expenditure of funds for travel associated with Corporation’s business.

SECTION 3. POLICY STATEMENT. The Corporation will reimburse members, employees and approved non-employees for necessary and reasonable travel expenses incurred in furtherance of the Corporation’s business (“Qualified Expenses”).

SECTION 4. PRE-APPROVED TRAVEL AND TRAVEL RELATED EXPENSES. Qualified Expenses incurred by Corporation members, employees or approved non-employees to be reimbursed by the Corporation, using Corporation funds that have been set aside for such purposes or that the Corporation has available for reimbursement of travel expenses (the “Travel Budget”), must be approved in advance by the Executive Director of the Corporation (the “Executive Director”). The Executive Director will advise the Chairperson of the Corporation (the “Chairperson”) of all approved requests.

(A) The Chairperson 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 in Section 7 of this Policy.

SECTION 5. UNAPPROVED TRAVEL AND TRAVEL RELATED EXPENSES. Qualified Expenses that are incurred by Corporation 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 Corporation members.

SECTION 6. SPECIFIC TRAVEL EXPENSES:

(A) Travel by Car/Mileage Expenses: Mileage shall ordinarily be computed between the office of the Corporation and the destination. However, in the interest of convenience, mileage may be calculated from the traveler’s residence and the destination, so long as the traveler resides within Clinton County, New York. The reimbursement shall be based upon the current standard mileage reimbursement rate promulgated by the Internal Revenue Service (the “IRS”), which is intended to take into account 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 Corporation 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.

SECTION 7. REIMBURSEMENT PROCEDURE: A travel expense voucher reporting all Qualified Expenses pertaining to a particular trip must be submitted to the Chairperson of the Corporation within forty-five (45) days of the end of the trip.

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

- (1) Date and time of departure from and return to the Corporation or traveler's residence;
- (2) Purpose of the travel or the nature of the business benefit derived as a result of the travel;
- (3) Whether or not the expenses incurred during the travel were pre-approved; and
- (4) 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:

- (1) All travel tickets (i.e. airline tickets, train tickets, rental car agreement);
- (2) All meal receipts (i.e. signed credit card slips or payment stubs); and
- (3) All lodging receipts (i.e. hotel, motel receipts).

(C) Final Approval: The Chairperson 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 Chairperson may require a traveler to submit additional substantiation and, if the Chairperson finds a particular expense to be unreasonable (either as to amount or purpose), the Chairperson may deny reimbursement of the expense or reduce the amount of the reimbursement for such expense.

Adopted April 15, 2019