Ulster County Development Corporation

TRAVEL POLICY

SECTION 1. APPLICABILITY.

This policy shall apply to every member of the Board of Directors (the "Board") of the Ulster County Development Corporation (the "Corporation") and all officers thereof.

SECTION 2. APPROVAL OF TRAVEL.

All official travel for which a reimbursement will be sought must be approved by the Chair/CEO prior to such travel. The Chair/CEO may travel within New York State so long as the Corporation's budget contains sufficient funds. In the instance where the Chair/CEO will seek reimbursement for official travel with lodging outside the State of New York, such travel must be pre-authorized by the Board of Directors.

The Board shall not be reimbursed for regular travel to board meetings.

SECTION 3. PAYMENT OF TRAVEL.

The Corporation will reimburse all reasonable expenses related to meals, travel and lodging that were incurred by a director, officer or 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 Corporation. It is the traveler's responsibility to report his or her travel expenses on the appropriate form, in a responsible and ethical manner, providing receipts for all expenses.

SECTION 4. TRAVEL EXPENSES.

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 the federal mileage reimbursement rate.

Meals will be reimbursed at actual expense or a per diem rate, whichever is less. 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.

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Reimbursement for miscellaneous expenses shall be determined on a case-by-case basis. Mileage rates per diem allowances and lodging caps will be modeled after the federal reimbursement rate and may be amended by the Treasurer as needed. All determinations made pursuant to this section shall be made by the Treasurer. In the instance where such determinations regard the travel of the Treasurer, the Chair/CEO shall make such determinations.