

AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY
TRAVEL POLICY

Section 1. APPLICABILITY

This policy shall apply to every member of the board (the “Board”) of the Auburn Industrial Development Authority (the “Authority”) and all officers and employees thereof.

Section 2. APPROVAL of TRAVEL

All official travel for which a reimbursement will be sought must be approved by the Board prior to such travel as is set out in the Authority’s Salary, Compensation and Reimbursement Policy. Supporting materials outlining the reason for travel and estimated costs must be submitted to Authority staff no less than one week prior to the Authority’s last regular meeting before the intended travel. In the case of an emergency or short notice travel, the Board member, officer, employee, or agent shall discuss the need for travel with the Chair prior to traveling to ensure that it may be considered a reasonable expense, as well as seek approval for reimbursement at the first regular meeting following the expenditure.

Section 3. PAYMENT of TRAVEL

The Authority will reimburse all reasonable expenses related to meals, travel and lodging that were incurred by any 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 Authority. 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 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 standard mileage reimbursement rate.

Meals will be reimbursed at a per diem rate. 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. Any Board member, officer, or employee requesting reimbursement in excess of such caps must provide supporting itemized receipts.

Reimbursement for miscellaneous expenses shall be determined on a case by case basis. Mileage rates, per diem allowances and lodging caps will be based upon the US General Services Administration’s Travel and Relocation Policy. Any determinations made pursuant to this section shall be made by the Chair, or the Vice Chair in the Chair’s absence. In the instance where such determinations regard the travel of the Chair, the Vice Chair shall make such determinations.

Approved and adopted this 17th day of December 2014.