

BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION

TRAVEL POLICY

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**A. Purpose and Applicability**

This Travel policy (the “Policy”) shall apply to every director of the Buffalo Erie Niagara Land Improvement Corporation (the “Corporation”) and all officers and employees thereof. This Policy is adopted in accordance with Public Authorities Law §2824(1)(b), which requires the Corporation to adopt a policy governing travel.

**B. Approval of Travel**

All official travel for which a reimbursement will be sought shall be approved by the Executive Director prior to such expenditure and shall fall within the Corporation’s current budget allocations. Provided, however in the instance where the Executive Director his or her-self seeks a travel expenditure, such expenditure must be pre-authorized by the Chairperson of the Corporation prior to such travel. In the instance where the Chairperson will seek reimbursement for official travel, such travel must be pre-authorized by the Board of Directors of the Corporation. The Executive Director, or the Chairperson of the Board of Directors, as the case may be, shall review the proposed travel expenditure and approve such expenditure only if it (i) primarily benefits the Corporation as opposed to an individual member, officer or employee; (ii) advances a power, duty, or purpose of the Corporation; and (iii) is reasonable and necessary.

**C. Payment of Travel**

The Corporation 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 in accordance with the State of New York’s per diem rates. 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 in a responsible and ethical manner in accordance with this policy.

**D. Travel**

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. The traveler will be reimbursed at a standard mileage reimbursement rate as set by the Internal Revenue Service. Travelers will use due diligence to obtain the lowest cost for travel expenses.

**Documentation:**

1. **Travel Expense Voucher.** A travel expense voucher reporting all expenses pertaining to a particular approved trip must be submitted to the Treasurer of the Corporation within 45 days of the end of the trip. The travel expense voucher should include:

- a. Date and time of departure from and return to the office of the Corporation or traveler's residence.
  - b. Purpose of the travel or the nature of the business benefit derived as a result of the travel
  - c. Whether or not the expenses incurred during the travel were pre-approved; and
  - d. The amount of each expenditure, listed by date and location.
2. **Receipts.** The original of the following receipts must be submitted along with the travel expense voucher:
- a. All travel tickets (i.e. airline tickets, train tickets, rental car agreement);
  - b. All meal receipts (i.e. signed credit card slips or payment stubs); and
  - c. All lodging receipts (i.e. hotel, motel receipts)

3. **Final Approval**

The Treasurer 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 Treasurer may require a traveler to submit additional substantiation and, if the Treasurer finds a particular expense to be unreasonable (either as to amount or purpose), the Treasurer may deny reimbursement of the expense or reduce the amount of reimbursement for such expense. In instances where the Treasurer seeks approval for his or her own travel expenses, the Chairperson shall review the travel expense voucher and make the determinations set forth in this section (3) of section D.