

CANANDAIGUA

LOCAL DEVELOPMENT CORPORATION

TRAVEL AND TRAINING POLICY

Conferences, training opportunities, and other Corporation business are beneficial to the Canandaigua Local Development Corporation since they provide a forum for Board members and staff to gain new skills and keep up-to-date on the most current trends in economic development and Board governance.

Any staff or Board member seeking to travel on the Corporation's behalf shall submit to the Chair a written request with a brief description of the event, including cost and benefits, for review and approval before making any arrangement for which reimbursement is expected.

Reimbursable Business Expenses

The Canandaigua Local Development Corporation will reimburse all reasonable, business-related expenses incurred by the Board or staff member for pre-approved travel. Business expenses incurred by the Board or staff member must be documented in writing, and submitted within one month of the expenditure. The business purpose of each expense must be fully documented. The Chair reviews and signs each request. The Chair's vouchers shall be reviewed and signed by another officer of the Board of directors.

Some common business expenses are discussed below. As a general rule, Board or staff members should choose the most reasonably economical option available to them when incurring business expenses.

Mileage

Mileage is reimbursed at the current Internal Revenue Service published rate in effect at the time of travel. Mileage is only reimbursed for use of staff or Board member-owned vehicles. Commuting mileage for staff members is not reimbursable.

Air, Bus or Train Travel

The Canandaigua Local Development Corporation will pay for the cost of coach or economy rates using the most reasonably cost-effective routing available when air, bus or train travel is necessary. Staff and Board members are encouraged to book transportation as early as possible in order to get the most economical rates.

Lodging

Lodging is reimbursed if travel takes the staff or Board member 75 miles or more away from home and reasonably requires an overnight stay. Room sharing, if appropriate, is encouraged. Expenses incurred related to a spouse or companion are not reimbursable. Expenses submitted for reimbursement by staff or Board member(s) cannot be more than if the staff or Board member had traveled alone. Items such as maid, valet or laundry service, in-room movies, alcoholic beverages and personal items are not reimbursable.

Meals

Staff and Board members may incur meal and other related expenses such as tips during day training or daily Corporation business, if these expenses are directly related to activities of the Corporation and reasonable in amount. Items such as alcoholic beverages and personal items are not reimbursable. Attendees and business purpose must be fully documented when submitting for reimbursement.

If an employee is traveling overnight with prior approval, the use of per diem rates for meals and incidental expenses is required and no receipts are necessary. Meals and Incidental Expenses include meals, tips and fees for food, and luggage handling. Meal and Incidental Expense reimbursement shall be in accordance with the rate set forth by the Internal Revenue Service. Some areas of the country may have different per diem reimbursement rates. Staff should consult with the Treasurer to obtain these rates.

Staff and Board members will not be entitled to reimbursement for the cost of meals that are included in the costs of the conference.

Tips

Tips, when appropriate, are reimbursable. Tips should be limited to 20% of the total bill in the case of meals and as reasonable and customary amounts in other cases.