

## **Geneva Local Development Corporation**

### **Travel Policy**

Employees, contractors, and Board members of the Geneva Local Development Corporation must adhere to the following policies regarding employment related travel:

All travel must be conducted pursuant to a formally adopted Corporation Budget. Travel activities not contemplated by the budget, must be formally approved by the Board of Directors. For the purposes of this policy, travel expenses are defined as those costs for which employees, contractors, and/or Board members are seeking reimbursement associated with meeting costs, (i.e. conference fees), flights, hotel accommodations, meals, or vehicle mileage.

Lodging must be secured at the lowest available rate and receipt documentation must accompany claim.

Mileage reimbursement will be paid at the current authorized rate set forth by IRS.

Miscellaneous travel charges including tolls, cabs, subway, telephone, baggage handling, etc. will be reimbursed when necessary and require appropriate receipts.

All costs must be itemized and included with the request. An explanation of the purpose of the travel should be submitted when applicable. The application is requested as far in advance of the date of travel as possible (at least 10 days when practical).

Fund advances for travel may be authorized by the Chair of the Board of Directors. Funding requests should be supported by written quotes for costs, and must be reconciled with receipts within seven days of conclusion of travel activities.