

THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION
TRAVEL POLICY

Section 1. APPLICABILITY

This policy shall apply to every director (“Director”) of The Town of Huntington Economic Development Corporation (the “THEDC”), and to every officer (“Officer”) and employee (“Employee”) thereof.

Section 2. APPROVAL of TRAVEL

All official travel for which a reimbursement from THEDC funds will be sought must be approved by the chair / president of the THEDC (the “Chair / President”) prior to such travel, who shall advise the executive director of the THEDC (the “Executive Director”), or his or her designee, of -- and report to the Directors on -- all such requests received; provided, however, in any instance where the Chair / President seeks reimbursement for official travel, such travel must be pre-authorized by the vice-chair / vice-president of the THEDC and said expenses approved for reimbursement pursuant to the terms of this policy by a majority vote of the THEDC’s Directors at a meeting at which a quorum is present.

Section 3. PAYMENT of TRAVEL

The THEDC 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 his or her 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 THEDC. 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

The Executive Director, or his or her designee, will assist the Director, Officer, or Employee (as the case may be), if desired, with arrangements for travel and the accompanying reimbursement procedures.

Travelers may use their private vehicles for THEDC 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 a standard 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.

Reimbursement for miscellaneous expenses shall be determined on a case-by-case basis. Mileage rates, per diem allowances, and lodging caps will be established and from time-to-time amended by the treasurer of the EDC (the “Treasurer”). All determinations made pursuant to this section shall be made by the Treasurer. In the instance where such determinations concern travel by the Treasurer, the Chair / President shall make such determinations.