



## TRAVEL AND BUSINESS EXPENSE POLICY

**PURPOSE:** To establish a policy for business and travel expenses for the Monroe County Industrial Development Corporation (the "Corporation").

### **POLICY STATEMENT:**

The objective of this policy is to ensure that the business and travel expenses of the Corporation are reasonable, cost-effective and necessary for the business of the Corporation.

The purpose of this policy is to identify the conditions under which, and the procedures by which, an authorized individual who acts on behalf of the Corporation may incur authorized business and travel expenses; and ensure that an authorized individual who acts on behalf of the Corporation provides proper supporting documentation for all appropriate business and travel expenses.

### **PROCEDURE:**

#### (1) General Provisions.

- (a) An authorized individual who acts on behalf of the Corporation may incur necessary and reasonable business and travel expenses on matters directly affecting the interests of the Corporation. Necessary expenses are those that are appropriate for the advancement of the mission, public and business interests of the Corporation, as a not-for-profit local development corporation under the Membership Corporation Law and operated under its successor statute, Article 14 of the Not-For-Profit Corporation Law. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Corporation.
- (b) This policy separates business and travel expenses into four categories as follows: (1) meals and gratuities; (2) travel; (3) seminars and conferences; and (4) other business expenses.
- (c) Prior to incurring travel expenses, all travel expense estimates shall be submitted to the Executive Director. Upon the completion of travel, all expense reports and supporting documentation shall be submitted to the Executive Director within thirty (30) days of incurring the expense.
- (d) Alcohol and tobacco expenses are specifically excluded from this policy and are not a permitted business expense of the Corporation.

#### (2) Business and Travel Expenses. The following lists permitted expenses for an authorized individual who acts on behalf of the Corporation.

- (a) Meals and Gratuities:

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- (1) Meals – expenses include the cost of food, beverage and taxes incurred during travel for the Corporation, regularly scheduled Corporation Board meetings, or a meeting that includes a third-party while acting in an authorized capacity on behalf of the Corporation. A third-party is defined as an individual who is neither a Monroe County employee nor a Corporation Member.
  - (2) Gratuities – expenses for reasonable gratuities in connection with meals. Receipts are generally not required for the reimbursement of gratuities if such gratuities are not included in the expense for the corresponding meal.
- (b) Travel (transportation, lodging, mileage and parking)
- (1) Air expenses include airfare that is incurred by an authorized individual who acts on behalf the Corporation. The use of air travel is allowed when attending business meetings and/or conferences. The Corporation will pay only coach or economy rates for airfare. Air travel should be by the most direct route possible unless indirect routing will result in a significant savings to the Corporation with a relatively short period of time lost.
  - (2) Ground transportation expenses include train, bus, subways or taxis that are incurred by an authorized individual who acts on behalf of the Corporation. The uses of train, bus, subways or taxis are allowed when attending business meetings and/or conferences. The Corporation will pay only coach rates for train travel.
  - (3) Mileage and parking expenses include those that are incurred by an authorized individual who acts on behalf of the Corporation. The use of vehicles is allowed for attending business meetings and/or conferences. Mileage, paid for the use of a personal vehicle, will be at the current rate established by the County of Monroe. Parking expenses will include fees incurred when traveling by one of the other means noted above or when receiving mileage reimbursement.
  - (4) Lodging expenses include those in route to or at a meeting location and must be necessary for the public and business interest of the Corporation. Lodging shall be limited to a standard room at the single occupancy rate. Special government rates, if available, must be obtained for all lodging. If the lodging cost is incurred in New York State, hotel personnel shall be advised of, and presented with, a copy of the Corporation's Tax Exempt Certificate.

(c) Seminars and Conferences.

Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are purchased during the course of the seminar or conference.

(d) Other Business Expenses:

The Board realizes that an authorized individual who acts on the behalf of the Corporation may be required to incur other business expenses from time to time to conduct Corporation business and to further the mission of the Corporation. These other expenses, while not specifically identifiable for the purpose of this policy, can in no way conflict with any other part of this policy. When an authorized individual who acts on the behalf of the Corporation

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incurs other business expenses they must exercise discretion and good business judgment with respect to the expense, be cost-conscious, and expend funds as a reasonable person would expend public funds.

### (3) Reporting

- (a) Expense Reimbursement Report. All expenses will be processed on an "Expense Report". An authorized individual who acts on behalf of the Corporation must submit an Expense Report to the Executive Director no later than thirty (30) days after the expense is incurred.
- (b) The Expense Report shall contain the following for all business and travel expenses:
  - (i) An itemized list of all expenses, including the type of expense, amount incurred, date and location of expenditure, individuals participating, and how such expense directly relates to the public and business interests of the Corporation; and
  - (ii) The original, itemized, detailed receipt including the name of the business and the date must accompany the expense report for each item. Expenses will be denied if a receipt is not provided, unless the person who incurred the expense submits a sworn written statement setting forth the expense and a legitimate explanation as to why the receipt is not available. Receipts are not required for reasonable gratuities where generally not available.
- (c) The Executive Director or authorized individual may provide a brief oral or written report on any meetings, seminars or conferences attended at Corporation expense at the next regularly scheduled meeting of the Corporation Board.
- (d) Expense reports that have not been properly prepared or supported by documentation shall be returned to the person who incurred the expense within fourteen (14) days with a stated justification for not processing the claim.

### (4) Review and approval.

Payment of business and travel expenses requires the Executive Director of the Corporation to review and approve said expenses in the manner set forth herein.

- (a) Responsibilities of the Executive Director. In approving a request for payment of business and travel expenses, the Executive Director is responsible for ensuring that such request meets the requirements of this policy. In discharging this responsibility, the Executive Director shall review the supporting documentation to determine whether or not the request conforms to this policy. Specifically, the Executive Director shall:
  - (i) Verify the documentation and make inquiries as necessary to determine that the individual expenses are reasonable under the circumstances and directly related to the public and business interests of the Corporation;
  - (ii) Confirm that each expense is accompanied by the documentation required in Section 3 of this policy;
  - (iii) Reject those expenses that are not consistent with this policy; and
  - (v) Provide a report on approved expenses to the Corporation Board at each meeting.

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- (b) Responsibilities of the Corporation Board. The Board will receive a report on all approved expenses from the Treasurer and inquire as to the appropriateness of any expense. Upon receipt of said report the Board shall either:
  - (i) Accept the report of the Treasurer in its entirety; or
  - (ii) Reject specific transactions in the report
- (5) Annual Review of Policy. The Board shall have this policy reviewed annually for applicability and appropriateness by the Governance Committee. On completion of such review, the results thereof and any recommendations for revision shall be presented to and approved by the Board.
- (6) Notwithstanding anything to the contrary contained herein, the following policy and procedures shall apply to the Executive Director; provided, however, the Executive Director's business and travel expenses shall be reviewed and approved by the President.

Re-adopted on March 9, 2021