



HERKIMER COUNTY INDUSTRIAL DEVELOPMENT AGENCY TRAVEL POLICY

This policy shall apply to every member of the Herkimer County Industrial Development Agency (the “Agency”) and all officers and employees thereof.

The Chief Executive Officer prior to such travel must approve all official travel for which a reimbursement will be sought. Provided, however, in the instance where the Chief Executive Officer will seek reimbursement for official travel, such travel must be pre-authorized by the Chairman of the Agency.

The Agency will reimburse all reasonable expenses related to meals; travel and lodging that were incurred by any member, officer or employee as a result of the performance of their 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 Agency. It is the traveler’s responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy.

Traveler may use their private vehicle for business purposes and will be reimbursed at a standard mileage reimbursement rate equal to the mileage rate promulgated by the Internal Revenue Service for business purposes.

Meals will be reimbursed at actual expense. Lodging will be reimbursed at actual expense.

Reimbursement for miscellaneous expenses shall be determined on a case-by-case basis at the discretion of the Chief Executive Officer. All determinations made pursuant to this policy shall be made by the Chief Executive Officer. In the instance where such determinations regard the travel of the Chief Executive Officer, the Chairman shall make such determination.

Amended and re-adopted March 29, 2022