

**CITY OF TROY INDUSTRIAL DEVELOPMENT  
AUTHORITY**

**TRAVEL POLICY  
PROCEDURES AND GUIDELINES**

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## **A. Travel Policy**

Employees, contractors, and Board members of the City of Troy Industrial Development Authority must adhere to the following policies regarding employment related travel:

All requests for travel must receive prior written approval from the Chair of the Board of the Authority through the use of an Application for Approval of Travel Form (Appendix "A" Attached). This form will be used in the following instances:

- Travel for which IDA expenses will be incurred.
- Travel out of the Capital District area, but within State.
- To attend conferences and seminars, within State.
- To secure lodging.

Anticipated non-mileage expense (conferences, fees, etc.) within the Capital District must receive prior approval of the Chair of the Board of the Authority.

Meals within the Capital District Area are reimbursable only when documented as an integral part of a scheduled business agenda and will be reimbursed only at authorized rates.

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).

Any airline travel, must have the prior written approval of the Chair of the Board of the Authority.

## **B. Travel Advance**

Requests for travel advances should be received by the Chair of the Board of the Authority two weeks prior to the scheduled travel. This type of request may be for registration fees, transportation, lodging, meals, etc. Documentation concerning the proposed travel is necessary.

Requests will only be processed upon the prior approval of the Chair of the Board of the Authority. In the event that payment exceeds actual expenses incurred, the employee or

board member will submit repayment of the excess advance funds within 15 days of return from travel. Failure to do so may result in appropriate disciplinary action being taken.

### **C. Meal Expense**

There will be no reimbursement for meals for travel within the Capital District except in the case where there is a charge for a meal at a local conference, professional or business related meeting in which the meal is clearly announced as a stated part of the business agenda. Documentation is required to substantiate all meal expense reimbursements.

The maximum daily allowance for meals will be \$50.00 including gratuities. Exceptions can be made based upon a particular area or circumstance. A request for waiver of the \$50.00 reimbursement limitation, to include justification, must accompany each reimbursement for a daily meal allowance in excess of \$50.00.

Eligibility for meal reimbursement is as follows when the board member departs for travel before the indicated hours:

Meal	Departure Time Prior To:	Amount
Breakfast	7:00 A.M.	\$ 7.00
Lunch	11:30 A.M.	\$10.00
Dinner	6:00 P.M.	\$33.00

Reimbursement for meals is limited to the board members only. Reimbursement for expenses incurred due to the purchase of any alcoholic beverages is prohibited. Any exception to this policy, to include the purchase of meals for non-board members, must have the prior written approval of the Chair of the Board of the Authority.

### **D. Lodging Expense**

Final confirmation of reservations for lodging should take place only after the board member has received the necessary written approval from the Chair of the Authority.

Lodging arrangements should always be made at the most cost efficient location. This will generally include the seminar/conference hotel based upon the inclusion of meals and/or minimized need for additional travel costs. Original receipts are required.

Members lodging at the home of friends or relatives with no lodging expenses being incurred, the member will not be reimbursed for lodging expenses.

New York State Tax Exemption Forms should be presented to the place of lodging to avoid being taxed on the occupancy of hotel rooms. Charges for sales tax or room occupancy tax resulting from the member's failure to present the tax form, will not be reimbursed.

The policy for lodging reimbursement is as follows:

- Metropolitan areas including New York City, Long Island, Westchester County, Syracuse, Rochester and Buffalo: Reimbursement up to \$145.00.
- Other than Metropolitan Areas: Reimbursement up to \$70.00.

Any exception to these limitations, requires the prior written approval of the Chair of the Authority.

#### **E. Mileage Reimbursement**

Costs for the use of privately owned vehicles in the course of official business and travel will be reimbursed at the current IRS rate.

A mileage log must be completed and submitted with the travel voucher.

#### **F. Lowest Cost Method**

Board members must always utilize the most cost effective mode of transportation to include least possible common carrier cost. In situations where members disregard this regulation, reimbursement will be for the lowest available rate, except when prior approval for such mode of travel is obtained. There will be cases however, because of the travel distances involved, that the most efficient means of travel will be authorized. In these situations, prior approval of the Chair of the Authority is required to waive the "lowest cost method" policy.

#### **G. Miscellaneous Travel Expenses**

Cab and subway fares and gratuities will be reimbursed when necessary. Appropriate receipts for these expenses, when available will accompany the travel voucher.