

TRAVEL POLICY

1. Purpose of Travel Requests:

Travel requests are intended to serve as a means of evaluating whether the costs of attending a conference, meeting, or seminar are justified by the benefits to the Syracuse Industrial Development Agency's (the "Agency") operations.

2. Approval Process:

To fulfill the purpose of the travel request process, such requests must be approved by Executive Director before the trip is taken.

3. Submission Deadlines:

To ensure timely approval, travel requests are to be submitted to the Executive Director no later than ten (10) days prior to the date of travel. Clearly, the earlier the requests are submitted, the greater the opportunity for a full and fair review and timely approval.

4. Procedure for Travel Requests:

- A. A travel request consists of the following: a travel coversheet; an original travel request form and two (2) copies; and descriptive brochures or literature regarding the travel.
- B. The coversheet as well as the travel request forms must be completed in their entirety. The total amount of expenses on the coversheet must equal that on the travel request form. The General Ledger account numbers, indirect expenses, justification for travel and other travel must be included. The coversheet is attached to the front of the travel request form.
- C. All travel requests should be sent to the Executive Director for approval.
- D. Any receipts for travel expenses are submitted to the Chief Financial Officer along with an approved copy of the travel request. Reimbursement for expenses is usually made within seven (7) days of receipt.
- E. It is imperative that the travel request be received at least ten (10) days prior to the date of travel. Prompt and early submission of requests is the only way to ensure proper authorization of travel.

F. Reimbursement for Certain Expenses:

Should a Board Members, officer or employee of the Agency wish to be reimbursed for certain reimbursable expenses incurred while traveling, all receipts must be provided to the Executive Director within seven (7) of returning to Syracuse. Expenses shall not be reimbursed by the Agency if the Executive Director receives receipts after the seven (7) days.

Qualified reimbursable expenses are those deemed to be actual, necessary and reasonable. Such expenses include: tolls, parking, meals and personal vehicle mileage. Expenses such as registration fees shall be paid in advance of travel when possible. When not possible, the receipt for such registration fees must be submitted to the Executive Director with all other receipts.

Non-reimbursable expenses include costs for: valet, laundry service, alcohol and personal expenditures.

5. Other Guidelines:

The decision to approve or reject individual travel requests will be based on cost, duration, relevance to the Agency's operations and objectives, and the availability of comparable programs closer to, or within, the Agency. The overall level and frequency of travel by Agency members will continue to be dictated by the Agency's fiscal condition.

Adopted August 12, 2010