

SARANAC LAKE LOCAL DEVELOPMENT CORPORATION

Travel Policy

The Saranac Lake Local Development Corporation (“LDC”) desires to establish a uniform policy regarding travel undertaken by LDC employees as part of work related matters. This policy will regulate travel costs, lodging, meals and conference expenses, as well as other travel related costs.

All reimbursements shall only be for actual, necessary and reasonable expenses solely in the performance of official duties. This policy allows for the appropriation of monies for such travel.

REQUIRED PROOF

1. Claims for travel expense reimbursement must detail the distance traveled, between what places, the purpose of travel, and the dates and items of each expenditure. Contemporaneous receipts must be attached.
2. The LDC will not approve for payment any travel expenditure except upon audit of such vouchers or other documents as are necessary to insure that such payment is lawful, proper and consistent with this Policy.
3. The LDC may establish a fixed per diem allowance in lieu of the submission of an itemized travel expense claim.
4. Verifying that all charges are actual, reasonable and necessary shall be the responsibility of the Executive Director.

FRAUDULENT CLAIMS

LDC employees, who knowingly misrepresent the facts concerning travel for official business or who file or sign any travel form which contains false statements given with intent to defraud the LDC, may be subject both to administrative and/or disciplinary action, including termination.

TRAVELER’S RESPONSIBILITY

1. Obtain necessary approvals for travel, including method of travel.
2. Obtain all necessary travel documents, voucher, tax-exempt certificate etc.

3. Maintain an accurate record of expenses, including departure and return times and mileage.
4. Claim reimbursement only for actual allowed expenses within the reimbursement rates.
5. Submit required contemporaneous receipt of documentation.
6. Complete and submit vouchers, claim forms and travel reports accurately and timely.

MEALS AND LODGING EXPENSES

Only breakfast, lunch and dinner are reimbursable meals, if the meals are not included in the cost of the Lodging or Seminar registration.

All Lodging will be paid for directly by the LDC in advance of the anticipated travel. Claim forms will be obtained directly from the Lodging Facility. If the trip is cancelled for the traveler's convenience and the total trip amount has been paid, the traveler may be responsible for reimbursing the LDC for the costs incurred. Depending on the circumstances involved, the LDC Executive Director has the authority to determine whether or not the traveler will be required to reimburse the LDC.

TRANSPORTATION EXPENSES

Travel should be by the most efficient and costs effective method of transportation available. Employees should schedule all travel assignments effectively to minimize expenses whenever possible.

Personal Cars: A personal car may be used for travel on official business. Mileage will be reimbursed in accordance with Federal IRS guidelines for mileage and parking. Tolls will be allowed as well, including reimbursement through the use of EZ Pass.

Rental Cars: In accordance with Section 43 of the State Finance Law, there is a ten-day maximum for the rental of vehicles within the State. There is no maximum limitation for the use of rental vehicles out of state. The rental agreement should be submitted with the voucher. When renting a vehicle for LDC business, the traveler should rent in the name of the LDC and sign the agreement as agent for the LDC. If the vehicle is rented in New York, loss damage waiver (LDW) is not necessary, as New York State statute requires the vehicle lessee to provide this coverage at no charge, with a deductible of \$100.00. In the event of an accident, the deductible will be reimbursed. If a vehicle is rented out of state, LDW should be purchased and will be reimbursed. No other insurance will be reimbursed. Any gasoline purchases, as well as any other

direct costs associated with the vehicle, will be reimbursed upon submission of the required documentation.

EXTENDED TRAVEL

Weekend Allowance: When employees are in travel status on Saturdays, Sundays or holidays, they may be reimbursed for meals, lodging and necessary expenses.

Employees may not be reimbursed for expenses incurred when returning home on weekends, but may be reimbursed for returning home on holidays, but this should be limited to the amount that would have been paid if the employee stayed at the work location.

NON-SALARIED OFFICIALS:

In addition to LDC employees, there are board members who serve without salary. They also are entitled to the reimbursement of actual and reasonable travel, lodging and meal expenses incurred in performing their official duties.

No changes will be made to the travel policy or rates without the approval of the LDC Board of Directors.