



Subject: Travel Policy  
Board Approval: 05/01/2025

#### Section 1. APPLICABILITY

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

#### Section 2. APPROVAL of TRAVEL

Travel involving overnight accommodation or travel outside of Northern New York requires the approval of the Executive Director (or the Board Chair in the case of the absence of Executive Director).

#### Section 3. PAYMENT of TRAVEL

The Agency will reimburse all reasonable expenses related to meals, travel and lodging that were incurred by any director, officer or employee as a result of the performance of their official duties with the LCIDA. 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.

#### Section 4. TRAVEL EXPENSES

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. The traveler will be reimbursed at a standard mileage reimbursement rate.

Meals will be reimbursed at actual expense. Lodging will be reimbursed at actual expense up to certain daily rate caps established for various locations. The applicability of such caps shall be determined on a case by case basis taking into consideration availability of lodging and other extenuating circumstances.

Reimbursement for miscellaneous expenses shall be determined on a case by case basis. Mileage rates and lodging caps will be established and from time to time amended by the



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Treasurer. All determinations made pursuant to this section shall be made by the Treasurer. In the instance where such determinations regard the travel of the Treasurer, the Chairman shall make such determinations.