

**COUNTY OF MONROE
INDUSTRIAL DEVELOPMENT AGENCY**

BUSINESS AND TRAVEL EXPENSE POLICY

PURPOSE: To establish a policy for business and travel expenses for the County of Monroe Industrial Development Agency (the “Agency”).

POLICY STATEMENT:

The objective of this policy is to ensure that the business and travel expenses of the Agency are reasonable, cost-effective and necessary for the business of the Agency.

The purpose of this policy is to identify the conditions under which, and the procedures by which, an authorized individual who acts on behalf of the Agency may incur authorized business and travel expenses; and ensure that an authorized individual who acts on behalf of the Agency provides proper supporting documentation for all appropriate business and travel expenses.

PROCEDURE:

(1) General Provisions.

(a) An authorized individual who acts on behalf of the Agency may incur necessary and reasonable business and travel expenses on matters directly affecting the interests of the Agency. Necessary expenses are those that are appropriate for the advancement of the public and business interests of the Agency as set forth in Article 18a of the General Municipal Law*. The reasonableness of a particular expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Agency.

(b) This policy separates business and travel expenses into four categories as follows: (1) meals and gratuities; (2) travel; (3) seminars and conferences; and (4) other business expenses.

* Article 18a of the General Municipal Law § 858. Purposes and powers of the agency.

The purposes of the agency shall be to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research and recreation facilities including industrial pollution control facilities, educational or cultural facilities, railroad facilities, horse racing facilities and continuing care retirement communities, provided, however, that, of agencies governed by this article, only agencies created for the benefit of a county and the agency created for the benefit of the city of New York shall be authorized to provide financial assistance in any respect to a continuing care retirement community, and thereby advance the job opportunities, health, general prosperity and economic welfare of the people of the state of New York and to improve their recreation opportunities, prosperity and standard of living;

- (c) All expense reports and supporting documentation for a business or travel expense shall be submitted to the Treasurer within ten (10) days after incurring the expense.
 - (d) Alcohol and tobacco expenses are specifically excluded from this policy and are not a permitted business expense of the Agency.
- (2) Business and Travel Expenses. The following lists permitted expenses for an authorized individual who acts on behalf of the Agency.
- (a) Meals and Gratuities:
 - (1) Meals – expenses include the cost of food, beverage and taxes incurred during travel for the Agency, regularly scheduled Agency Board meetings, or a meeting that includes a third-party while acting in an authorized capacity on behalf of the Agency. A third-party is defined as an individual who is neither a Monroe County employee nor a Agency Member.
 - (2) Gratuities – expenses for reasonable gratuities in connection with meals. Receipts are generally not required for the reimbursement of gratuities if such gratuities are not included in the expense for the corresponding meal.
 - (b) Travel (transportation, lodging, mileage and parking)
 - (1) Air expenses include airfare that is incurred by an authorized individual who acts on behalf the Agency. The use of air travel is allowed when attending business meetings and/or conferences. The Agency will pay only coach or economy rates for airfare. Air travel should be by the most direct route possible unless indirect routing will result in a significant savings to the Agency with a relatively short period of time lost.
 - (2) Ground transportation expenses include train, bus, subways or taxis that are incurred by an authorized individual who acts on behalf of the Agency. The uses of train, bus, subways or taxis are allowed when attending business meetings and/or conferences. The Agency will pay only coach rates for train travel.
 - (3) Mileage and Parking expenses include those that are incurred by an authorized individual who acts on behalf of the Agency. The use of vehicles is allowed for attending business meetings and/or conferences. Mileage, paid for the use of a personal vehicle, will be at the current rate established by the Internal Revenue Service. Parking expenses will include fees incurred when traveling by one of the other means noted above or when receiving mileage reimbursement.

(4) Lodging expenses include those in route to or at a meeting location and must be necessary for the public and business interest of the Agency. Lodging shall be limited to a standard room at the single occupancy rate. Special government rates, if available, must be obtained for all lodging. If the lodging cost is incurred in New York State, Hotel personnel shall be advised of, and presented with, a copy of the Agency's Tax Exempt Certificate.

(c) Seminars and Conferences.

Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are purchased during the course of the seminar or conference.

(d) Other Business Expenses:

The Board realizes that an authorized individual who acts on the behalf of the Agency may be required to incur other business expenses from time to time to conduct Agency business and to further the mission of the Agency. These other expenses, while not specifically identifiable for the purpose of this policy, can in no way conflict with any other part of this policy. When an authorized individual who acts on the behalf of the Agency incurs other business expenses they must exercise discretion and good business judgment with respect to the expense, be cost-conscious, and expend funds as a reasonable person would expend public funds.

(3) Reporting

(a) Expense Reimbursement Report. All expenses will be processed on an "Expense Report" (see attachment). An authorized individual who acts on behalf of the Agency must submit an Expense Report to the Agency Treasurer no later than ten (10) days after the expense is incurred.

(b) The Expense Report shall contain the following for all business and travel expenses:

(i) An itemized list of all expenses, including the type of expense, amount incurred, date and location of expenditure, individuals participating, and how such expense directly relates to the public and business interests of the Agency; and

(ii) The original, itemized, detailed receipt including the name of the business and the date must accompany the expense report for each item. Expenses will be denied if a receipt is not provided, unless the person who incurred the expense submits a sworn written statement setting forth the expense and a legitimate explanation as to why the receipt is not available. Receipts are not required for reasonable gratuities where generally not available.

- (c) The Executive Director or Agency Member shall provide a brief oral or written report on any meetings, seminars or conferences attended at Agency expense at the next regularly scheduled meeting of the Agency Board.
- (d) Expense reports that have not been properly prepared or supported by documentation shall be returned to the person who incurred the expense within fourteen (14) days with a stated justification for not processing the claim. If the expense report or documentation is deemed insufficient and an expenditure via Agency credit card is therefore denied, the person who incurred the expense will be required to reimburse the Agency for any funds expended within ten (10) days of notification of denial.

(4) Review and approval

Payment of business and travel expenses requires the Treasurer of the Agency to review and approve said expenses in the manner set forth herein.

- (a) Responsibilities of the Treasurer. In approving a request for payment of business and travel expenses, the Treasurer is responsible for ensuring that such request meets the requirements of this policy. In discharging this responsibility, the Treasurer shall review the supporting documentation to determine whether or not the request conforms to this policy. Specifically, the Treasurer shall:
 - (i) Verify the documentation and make inquiries as necessary to determine that the individual expenses are reasonable under the circumstances and directly related to the public and business interests of the Agency;
 - (i) Confirm that each expense is accompanied by the documentation required in Section 3 of this policy;
 - (ii) Reject those expenses that are not consistent with this policy;
 - (iii) Provide written certification that approved expenses were reasonable and directly related to the public and business interests of the Agency; and
 - (iv) Provide a report on approved expenses to the Agency Board at each meeting.

(b) Responsibilities of the Agency Board. The Board will receive a report on all approved expenses from the Treasurer and inquire as to the appropriateness of any expense. Upon receipt of said report the Board shall either:

- (i) Accept the report of the Treasurer in its entirety; or
- (ii) Reject specific transactions in the report. In the event that an expense is rejected by the Board the individual who incurred the expense must reimburse the Agency within ten (10) days of the Board meeting.

(4) Annual Review of Policy. The Board shall have this policy reviewed annually for applicability and appropriateness by the Audit Committee. On completion of such review, the results thereof and any recommendations for revision shall be presented to and approved by the Board.

Approved and adopted this 20th day of June 2006.

Approved and adopted this 20th day of March 2008.

Approved and adopted this 16th day of April 2009.

Approved and adopted this 16th day of March 2010.

Amended, approved and adopted this 15th day of March 2011