

SULLIVAN COUNTY LAND BANK CORPORATION

TRAVEL POLICY

SECTION 1: PURPOSE AND AUTHORITY.

The purpose of this Travel Policy (the “Policy”) is to protect against the misuse of Land Bank funds. This Policy applies to all travel expenses, including meals and any incidental expenses incurred during travel, for which reimbursement will be sought by a Covered Person.

This Policy has been developed to comply with the New York Public Authorities Law §2824(1)(e).

SECTION 2: DEFINITIONS.

As used herein, the following terms shall have the meaning set forth below.

- A. “Board” shall mean the Board of Directors of the Land Bank.
- B. “Chair” shall mean the Chair of the Board.
- C. “Covered Person” shall mean any board member, officer or employee of the Land Bank.
- D. “Executive Director” shall mean the Executive Director of the Land Bank, or in the event of a vacancy, the Chair.
- E. “Land Bank” or “SCLBC” shall mean the Sullivan County Land Bank Corporation.

SECTION 3: TRAVEL EXPENSES.

- A. Approval of Travel. Any travel to a destination more than 120 miles from the Land Bank’s office or which involves an overnight stay shall be approved in advance by the Board.
- B. Advancement or Reimbursement of Travel Expenses. Subject to terms of this Policy, the Land Bank may advance reasonable expenses for travel (*e.g.*, air fares, conference attendance or reservation fees) and reimburse reasonable expenses related to travel, including lodging, mileage, tolls, meals and incidental expenses incurred during travel by a Covered Person as a result of the performance of their official duties. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by, the Land Bank.
- C. Travel Expenses. Covered Persons may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi or using alternative transportation. Reimbursement shall be at a standard mileage reimbursement rate as set by the Internal Revenue Service. Covered Persons shall use reasonable efforts to obtain the lowest cost for travel expenses.
- D. Documentation.
 - i. Travel Expense Voucher. A travel expense voucher reporting all expenses pertaining to approved travel must be submitted to the Treasurer of the Land Bank within 45 days of completion of the trip. The travel expense voucher should include:

- a. Date and time of departure from and return to the office of the Land Bank or Covered Person's residence;
 - b. Purpose of the travel or the nature of the business benefit derived as a result of the travel; and
 - c. The amount of each expenditure, listed by date and location.
 - ii. Receipts. The original of the following receipts must be submitted along with the travel expense voucher:
 - a. All travel tickets (*i.e.*, airline tickets, train tickets, rental car agreement);
 - b. All meal receipts (*i.e.*, signed credit card slips or payment stubs); and
 - c. All lodging receipts (*i.e.*, hotel, motel receipts).
- E. Ineligible Expenses. Funds shall not be used for any expense intended to personally benefit a member, employee, or officer. Examples of improper uses of discretionary funds include the following:
- i. purchases of alcohol or tobacco products;
 - ii. celebrations for special occasions that do not directly relate to a public purpose of the Land Bank;
 - iii. personal use of Land Bank vehicles, unless properly documented for tax purposes.
- F. Final Approval. The Treasurer shall review each travel expense voucher to ensure that the Covered Person has provided adequate documentation and to determine whether the expenses listed therein are reasonable. The Treasurer may require a Covered Person to submit additional substantiation and, if the Treasurer finds a particular expense to be unreasonable (either as to amount or purpose), the Treasurer may deny reimbursement of the expense or reduce the amount of the reimbursement for such expense. In instances where the Treasurer seeks approval for his or her own travel expenses, the Chair shall review the travel expense voucher and make the determinations set forth in this Subsection 3.F.