

**SARATOGA COUNTY PROSPERITY PARTNERSHIP, INC.  
TRAVEL AND REIMBURSEMENT POLICY**

**Section 1.           APPLICABILITY**

This policy shall apply to every member of the board (the “Board”) of the Saratoga County Prosperity Partnership, Inc. (the “Corporation”) and all officers and employees thereof.

**Section 2.           APPROVAL OF TRAVEL AND SOCIAL EXPENSES**

All official travel for which a reimbursement will be sought must include a written request with proposed budget and be approved by the Chief Executive Officer prior to such travel; provided, however, in the instance where the Chief Executive Officer will seek reimbursement for official travel, such travel must be pre-authorized by the Chairman or his designee upon submission of a written request with proposed budget. All Social Expenses, as defined within the Corporation’s Discretionary Funds Policy, as may be amended from time to time, in excess of \$750.00 for which a reimbursement will be sought must be pre-authorized in writing by the Chairperson of the Board or their designee. The Chief Executive Officer of the Corporation may authorize Social Expenses for Corporation Staff for up to \$750.00.

**Section 3.           PAYMENT OF TRAVEL**

The Corporation 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. All official travel shall be properly authorized, reported and reimbursed and shall be subject to the Corporation’s Discretionary Funds Policy, as may be amended from time to time. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by the Corporation. It is the traveler’s responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy. To obtain reimbursement, all reimbursement requests shall include original itemized receipts and such supporting documentation as required by the Chief Executive Officer or Chairman, as applicable. Reimbursement requests must be submitted within a reasonable period of time after the expenses are incurred.

**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 or a per diem rate, whichever is less. 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, per diem allowances and lodging caps will be established and from time to time amended by the Treasurer or his or her designee. All determinations made pursuant to this section shall be made by the Treasurer or his or her designee. In the instance where such determinations regard the travel of the Treasurer or his or her designee, the Chairman shall make such determinations.

Approved and adopted this 25th day of June, 2014.  
Amended April 23, 2018