

FRANKLIN COUNTY CIVIC DEVELOPMENT CORPORATION

TRAVEL POLICY

Adopted by Resolution on July 14, 2010

I. Introduction

This Travel Policy (the "Travel Policy") of the Franklin County Civic Development Corporation (the "Corporation") is adopted by resolution and shall apply to all members of the board of directors (the "Board") and all officers and employees of the Corporation

II. Operative Policy

A. Approval of Travel. All official travel for which a reimbursement will be sought must be approved by the Chief Executive Officer of the Corporation 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 Board.

B. 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 promptly authorized, reported and reimbursed. 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 reasonable and ethical manner, in accordance with this policy.

C. Travel Expenses - Vehicle. 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.

D. Travel Expenses – Meals. Meals will be reimbursed at actual expense or on 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.

E. Travel Expenses – Miscellaneous. 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 may be amended. All determinations made pursuant to this section shall be made by the Chief Financial Officer. In the instance where such determinations regard the travel of the Chief Financial Officer, the Chief Executive Officer shall make such determinations.