

# COUNTY OF FRANKLIN INDUSTRIAL DEVELOPMENT AGENCY

## TRAVEL POLICY

Adopted by Resolution on August 11, 2010

### I. Introduction

This Travel Policy (the “*Travel Policy*”) of the County of Franklin Industrial Development Agency (the “*Agency*”) is adopted by resolution and shall apply to all members of the board of directors (the “*Board*”) and all officers and employees of the Agency.

### II. Operative Policy

A. Approval of Travel. All official travel for which a reimbursement will be sought must be approved by the Executive Director of the Agency prior to such travel. Provided, however, in the instance where the Executive Director will seek reimbursement for official travel, such travel must be pre-authorized by the Board.

B. 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. 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 Agency. 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 Executive Director shall make such determinations.