

**CITY OF MOUNT VERNON  
INDUSTRIAL DEVELOPMENT AGENCY  
ESTABLISHMENT OF COMPENSATION, REIMBURSEMENT  
AND ATTENDANCE POLICIES**

**(Adopted by the Agency  
September 25, 2008)**

The City of Mount Vernon Industrial Development Agency (the "Agency") by action of its members hereby establishes the following policies relating to compensation, reimbursement and attendance.

**COMPENSATION POLICY**

Board members of the Agency (include board members acting in the capacity of an officer of the Agency) shall serve without compensation, but may be reimbursed for reasonable expenses incurred in the performance of Agency duties in accordance with the Agency's Travel and Reimbursement Policy.

Employees of the Agency shall receive compensation in amounts to be determined and approved by the board. Employees may also be reimbursed for reasonable expenses incurred in the performance of Agency duties in accordance with the Agency's Travel and Reimbursement Policy.

**TRAVEL AND REIMBURSEMENT POLICY**

*Applicability*

This policy shall apply to every member of the board (the "Board") of the City of Mount Vernon Industrial Development Agency (the "Agency") and all officers and employees thereof.

*Approval of Travel*

All official travel for which a reimbursement will be sought must be approved by the Chairman prior to such travel; provided, however, in the instance where the Chairman will seek reimbursement for official travel, such travel must be pre-authorized by the Treasurer of the Agency or the Executive Director of the Agency if there shall be one appointed at the applicable time.

*Payment for 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 properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by the Agency. There shall be no reimbursement for any expenses that are not business related. It is the

traveler's responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy.

### *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. In special instances where the per diem allowance or lodging cap, such limits may be waived by the Chairman and the Treasurer acting jointly. All determinations made pursuant to this section shall be made by the Treasurer. In the instance where such determinations regard the travel of the Treasurer, the Chairman shall make such determinations.

### ATTENDANCE POLICY

Members of the board of the Agency shall generally be available for regularly scheduled board meetings, and shall make reasonable efforts to be available for special meetings.

Members of the various committees established by the board shall be available as required to perform the functions of the committee.