

**CITY OF MOUNT VERNON  
INDUSTRIAL DEVELOPMENT AGENCY**

**TRAVEL POLICY**

This policy applies to all directors, officers and employees of the City of Mount Vernon Industrial Development Agency (the "Agency").

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

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

Travelers may use their private vehicle for business purposes and 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, as amended by the Treasurer of the Corporation. All determinations made pursuant to this policy shall be made by the Treasurer. In the instance where such determinations regard the travel of the Treasurer, the President shall make such determinations.

Adopted this 10<sup>th</sup> day of March, 2020  
by the City of Mount Vernon Industrial Development Agency