

WATERTOWN INDUSTRIAL CENTER
LOCAL DEVELOPMENT CORPORATION

TRAVEL POLICY

Adopted: June 21, 2011

Reviewed and Amended: June 19, 2012

Reviewed and Accepted: July 23, 2013

Reviewed and Accepted: June 17, 2014

Reviewed and Accepted: June 23, 2015

Reviewed and Accepted: June 21, 2016

Section 1. **APPLICABILITY**

This policy shall apply to every member of the board (the “Board”) of the Watertown Industrial Center Local Development Corporation (the “Corporation”) and all officers and employees (if applicable) thereof.

Section 2. **APPROVAL OF TRAVEL**

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

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 (if applicable) 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 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.

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. Lodging will be reimbursed at actual expense.

Reimbursement for miscellaneous expenses shall be determined on a case by case basis. Mileage rates will be established and from time to time amended by the Treasurer. 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 President shall make such determinations.