



Salamanca Industrial Development Agency Policy

SUBJECT: TRAVEL POLICY FOR ALL AGENCY PERSONNEL

Conferences provide an opportunity for Board Members and employees to keep abreast of current developments in funding and best practices.

In order to benefit the agency, all Board Members and employees are encouraged to participate in these activities. However, participation shall be governed by available resources.

Whenever possible, those attending will secure accommodations at the site of the conference to facilitate maximum participation in the activities.

Board members and employees shall be fully reimbursed for approved reasonable expenses for travel and attendance at conferences and meetings or other official Agency business approved by the Board. Reimbursement for mileage in private car will be at the current rate.

Reimbursement to Board members for all actual and necessary registration fees, expenses of travel, meals and lodging, and all necessary tuition fees incurred in connection with attendance at conferences and the like will be in accordance with established regulations for expense reimbursement.

The Agency will pay the reasonable actual and necessary expenses of any employee who is on official Agency business.

Any travel events where expected costs will exceed \$500.00 need to be approved by the board prior to the travel event. All requests for reimbursement must be completed on the approved travel report and be signed by the chairman of the board.