

GLDC TRAVEL REIMBURSEMENT POLICY

- A. It is the policy of Glenville Local Development Corporation (GLDC) to provide reimbursement for employees and volunteer board members for pre-approved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, and for GLDC business only, and must be pre-approved in writing by the Board of Directors. The written request must include the stated travel purpose along with an anticipated expense breakdown.
- B. The GLDC will only reimburse for pre-approved travel related expenses with documentation of the expense with receipts from purchases or other verifiable documentation.
- C. Volunteer Board Members/ Employees seeking travel reimbursement must submit a written travel reimbursement request which will include a breakdown of all expenses. The written request must be fully and accurately completed, and submitted to the Board of Directors for approval. All receipts should be scanned/attached and submitted with the form.

Reimbursable Travel Expenses

- Local travel reimbursement includes transportation by taxi and/or public transportation, and, when pre-approved, use of an employee's personal automobile. The GLDC will reimburse employees for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.
- Reimbursement of meals when there is no overnight travel will only be reimbursed when the meal has a defined business purpose.
- For out-of-area travel, the GLDC will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxicab fares, meals and gratuities etc. Volunteer Board Members and employees should travel at the lowest available airfare to accommodate the purpose of the business trip.

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