

TRAVEL POLICY

This policy applies to all directors, officers and employees of the Washington County Local Development Corporation (the "Corporation").

All official overnight travel for which a reimbursement will be sought must be approved by the Board of Directors of the Corporation prior to such travel. Employees that will seek reimbursement for typical day-to-day official travel must be pre-authorized by the Executive Director or President.

The Corporation 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 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.

Travelers may use their private vehicle for business purposes and will be reimbursed at a mileage reimbursement rate as determined by the Corporation. If available, a Washington County vehicle will be provided for official use only. In such instances, the Corporation will reimburse the County for the use of the vehicle at a rate determined by the County. All rules and regulations pertaining to the use of a County vehicle must be strictly adhered to. Failure to follow said rules and regulations may result in the loss of County vehicle use privileges.

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 talking into consideration availability of lodging and other extenuating circumstances.

Reimbursement for miscellaneous expenses shall be determined on a case by case basis.

Per diem allowances will mirror those found in the most recent version of the Washington County Handbook. All determinations made pursuant to this policy shall be made by the Corporation.

Effective: _____

Gayle A. Hall, Secretary