

BUFFALO FISCAL STABILITY AUTHORITY **TRAVEL POLICY**

When travel is necessary in the performance of a director's or an employee's duties for the Authority, she or he is eligible to be reimbursed for actual necessary and reasonable expenses.

Although travel expenses are normally reimbursed after a director or an employee has completed an assignment and filed an expense report with the Comptroller, it is possible to receive a travel advance for lodging and meal expenses.

Out-of-town directors are routinely reimbursed for their travel expenses when traveling for an Authority Board meeting.

No transportation costs are allowed between an employee's or director's place of residence and her or his official work station.

Meals and lodging within the limits of an employees or director's work station and home are not permitted.

Absent extenuating circumstances, directors and employees are required to use the most economical and efficient means of transportation. For example: If a director or an employee chooses to travel by an indirect route, she or he will be responsible for any extra expense incurred.

USE OF PERSONALLY OWNED VEHICLES

Directors and employees on Authority business are reimbursed at the rate set by the Internal Revenue Service for personal car mileage incurred.

Receipts are required for parking and toll charges.

USE OF RENTAL CARS AND OTHER MODES OF TRANSPORTATION

Use of a rental vehicle by an employee or director is permitted only when the possibility of use of all other means of transportation (e.g. personally owned vehicle, common carriers), have been evaluated for cost-effectiveness (including effective use of employee time) or when it can be demonstrated that the use of such rental vehicle is in the best interest of the Authority.

Prior approval of the Chair or Vice Chair, in cases of the Executive Director or Authority directors' travel, and of the Executive Director in cases of other employee travel is required for reimbursement related to all modes of transportation. Out-of-town directors traveling to Board meetings are exempt from the prior approval requirement. Proper justification and documentation is required for reimbursement. Personal Accident Insurance (PAI) will not be reimbursed since this is considered a personal expense.

LODGING AND MEALS

Reimbursement to directors and employees traveling on official Authority business is determined by the actual cost incurred. For reimbursement to occur, the following rules will apply:

1. No per diem is allowed for travel purposes. Receipts will be required to document and support the cost of transportation, lodging and meals. Travel and lodging arrangements whenever possible will be made by BFSA staff and will reflect NYS guidelines. Meal expenses should reflect reasonable costs for the particular travel location. No reimbursement will be allowed for lunch unless incurred as a business expense with receipts. A maximum per diem rate of \$51 a day will be allowed with a maximum of \$10 for breakfast, \$15 for lunch and \$26 for dinner expenses.
2. Within New York State, travelers should submit a tax exempt certificate for lodging. Certificates will be provided by BFSA staff. On out-of-state lodging, if travel is not tax exempt, taxes will be paid for separately.
3. In the event receipts are lost or unavailable, the employee must work with the Comptroller to determine a reasonable rate of reimbursement upon a showing that travel and/or meal expenses were incurred.

- **Meal Allowance for Non-Overnight Travel or Work**

When an employee or director is in travel status for less than a full day and incurs no lodging charges, reimbursement will be made for the actual, necessary, and reasonable cost of breakfast and dinner. When the employee is required to work on the premises into the evening, the Authority may provide dinner or reimburse the cost to the employee.

ATTENDANCE AT INSTITUTES, SEMINARS, CONFERENCES OR CONVENTIONS

Attendance at institutes or other meetings require approval by the Executive Director in the case of employees and of the Chair or Vice Chair in the case of Authority directors or the Executive Director. Reimbursements will not be made for unapproved conference attendance.

Expenses incurred while attending meetings, such as registration fees, must be supported by receipts and documentation, including:

- Reasons for the fees;
- Items included in the fees;
- Name of organization sponsoring the meeting.

Telephone Charges

Authority related calls made during official travel will be reimbursed. Information such as the name of party called, place called, date of call and statement of official business should be indicated on the expense report for reimbursement. Telephony includes charges for information retrieval such as internet or wireless access charges Receipts must be attached; invoiced photocopies are acceptable.

Personal Expenses

Directors or employees will not be reimbursed for personal expenses incurred while travelling.

Examples of other expenses for which employees will not be reimbursed include:

- Laundry
- Valet
- Entertainment
- Theatre tickets
- Excessive personal telephone calls
- Banquet tickets unless approved by Chair, Vice Chair or Executive Director
- Auto maintenance
- Speeding or parking tickets
- Alcoholic beverages
- Travel insurance

PROCESSING EXPENSE REPORTS

At the end of a trip, directors and employees must submit an "Expense Report" for all travel expense claims incurred during the performance of official duties. Expense reports are available from the Comptroller or the Manager of Administration and Technology.

To ensure accurate computation of the Expense Report, it is necessary to show dates, items of expenditure, and times of departure and arrival. Employees should also indicate means of travel (personal vehicle, public transportation, etc.). If travel is by personal vehicle, employees must attach a statement of automobile travel. The means of travel must be shown even if there is no expense incurred.

Every Expense Report must show:

- Name
- Place of business, and
- The nature of business requiring the trip.

Employees' expense reports must be signed by the employee and approved by the Executive Director, the Chair or Vice Chair . Executive Director and Authority Board director's expense reports must be approved by the Chair or Vice Chair except for routine travel for Board meetings by out-of-town directors which may be approved by the Executive Director.

Receipts of any reimbursable claims must be attached to the Expense Report.

Once approved expense reports will be forwarded to the Comptroller for recording and payment.

FRAUDULENT CLAIMS

Directors and employees, who knowingly misrepresent the facts concerning travel for official BFSA business or sign any travel form which contains deliberate false statements given with intent to defraud BFSA may be subject to disciplinary or criminal action.