



ROCHESTER LAND BANK CORPORATION TRAVEL POLICY

Section 1. APPLICABILITY

This policy shall apply to every member of the Board of the Rochester Land Bank Corporation and all officers and employees.

Section 2. APPROVAL OF TRAVEL

All official travel for which reimbursement will be sought must be approved in advance by the Executive Director. Provided, however, where the Executive Director will seek reimbursement for official travel, such travel must be approved in advance by the Chair. The Executive Director shall notify the Board of any travel expenses that the Executive Director has approved for the Chair.

Section 3. PAYMENT OF TRAVEL

Upon prior approval by the Executive Director, the Corporation may reimburse all reasonable expenses related to meals, travel and lodging incurred by any director, officer or employee performing his or her 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.

Section 4. TRAVEL EXPENSES

Reimbursement for travel expenses shall be determined case by case. Mileage rates, per diem allowances and lodging caps will be established and from time to time amended by the Executive Director. All determinations made under this section shall be made by the Executive Director. In any instance where such determination concerns the travel of the Executive Director, the Chair shall make such determination.