

COHOES INDUSTRIAL DEVELOPMENT AGENCY

TRAVEL AND DISCRETIONARY FUNDS POLICY

SECTION 1. PURPOSE AND APPLICABILITY. This Travel and Discretionary Funds Policy (the "Policy") shall apply to every member of the Cohoes Industrial Development Agency (the "Cohoes IDA") and all officers and employees thereof. The purpose of this Policy is to protect against the use of discretionary funds for purposes that do not advance the Cohoes IDA's mission and purpose. This Policy is adopted in accordance with Public Authorities Law §2824(1)(b), which requires the Cohoes IDA to adopt a policy governing travel, and the Authorities Budget Office Recommended Governance Practice encouraging all state and local authorities to adopt a policy on the proper use of discretionary funds that incorporates the legal principals set forth in Opinion No. 2007-F4 of the Office of the Attorney General.

SECTION 2. USE OF DISCRETIONARY FUNDS. The expenditure of Cohoes IDA funds must relate to an enumerated power, duty or purpose of the Cohoes IDA. Cohoes IDA funds may not be spent in a manner that supports the private or personal interests of any member, officer or employee or benefits any member, officer or employee individually.

SECTION 3. PRIOR APPROVAL. Any expenditure of discretionary funds in excess of Fifty Dollars (\$50.00) and all official travel for which a reimbursement will be sought shall be approved by the Executive Director prior to such expenditure and shall fall within the Cohoes IDA's current budget allocations. Provided, however, in the instance where the Executive Director seeks an expenditure of discretionary funds, such expenditure must be pre-authorized by the Treasurer. The Executive Director or the Treasurer, as the case may be, shall review the proposed expenditure and approve such expenditure only if it (i) primarily benefits the Cohoes IDA as opposed to an individual member, officer or employee; (ii) advances a power, duty, or purpose of the Cohoes IDA; and (iii) is reasonable and necessary.

SECTION 4. TRAVEL.

a. **Payment of Travel.** The Cohoes IDA 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 Cohoes IDA. It is the traveler's responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy.

b. **Travel Expenses.** Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi or using alternative transportation. The traveler will be reimbursed at a standard mileage reimbursement rate as set by the Internal Revenue Service. Travelers will use due diligence to obtain the lowest cost for travel expenses.

c. **Documentation.**

i. **Travel Expense Voucher.** A travel expense voucher reporting all expenses pertaining to a particular approved trip must be submitted to the Treasurer of the Cohoes IDA within 45 days of the end of the trip. The travel expense voucher should include:

1. Date and time of departure from and return to the office of the Cohoes IDA or traveler's residence;
2. Purpose of the travel or the nature of the business benefit derived as a result of the travel;
3. Whether or not the expenses incurred during the travel were pre-approved; and
4. The amount of each expenditure, listed by date and location.

ii. **Receipts.** The original of the following receipts must be submitted along with the travel expense voucher:

1. All travel tickets (i.e. airline tickets, train tickets, rental car agreement);
2. All meal receipts (i.e. signed credit card slips or payment stubs); and
3. All lodging receipts (i.e. hotel, motel receipts).

iii. **Final Approval.** The Treasurer shall review each travel expense voucher in order to ensure that the traveler has provided adequate substantiation and to determine whether the expenses listed therein are reasonable. The Treasurer may require a traveler to submit additional substantiation and, if the Treasurer finds a particular expense to be unreasonable (either as to amount or purpose), the Treasurer may deny reimbursement of the expense or reduce the amount of the reimbursement for such expense. In instances where the Treasurer seeks approval for his or her own travel expenses, the Chairman shall review the travel expense voucher and make the determinations set forth in this subsection (iii) of section 4(c).

SECTION 5. APPROPRIATE EXPENDITURE GUIDANCE.

A. **Membership Dues.** Membership dues paid by the Cohoes IDA to belong to a professional peer organization are generally a permissible use of Cohoes IDA funds. However, individual membership costs for board members, officers and employees to belong to a professional, social, or fraternal organization is an impermissible use of Cohoes IDA funds.

B. **Charitable Contributions and Sponsorships.** The appropriateness of any sponsorship or charitable contribution will depend on whether it relates to the powers, duties and purposes of the Cohoes IDA and whether such expenditure will advance the Cohoes IDA's core mission and public purposes.

C. **Food and Beverages.** With the exception of food and beverage purchases during business travel as provided in the Cohoes IDA's Travel Policy, purchases of food and beverages for the personal consumption of members, officers or employees shall not be considered an appropriate use of Cohoes IDA discretionary funds. However, expenditures for food and beverages purchased for or during the conduct of Cohoes IDA meetings and conduct of business with persons that do, or may do, business with the Cohoes IDA may be an appropriate expenditure of Cohoes IDA discretionary funds, provided the expense is reasonable in light of the circumstances surrounding the Cohoes IDA activity and is approved as set forth herein.

D. **Professional Training and Conferences**. Paying the costs to attend training or professional conferences may be an appropriate expenditure of Cohoes IDA discretionary funds, provided it is approved as set forth herein.

E. **Marketing**. Paying costs incurred in the course of marketing the Cohoes IDA's properties to potential buyers and maintaining relations with existing industries, businesses and supporting partners in furtherance of the Cohoes IDA's mission is an appropriate expenditure of Cohoes IDA discretionary funds, provided it is approved as set forth herein.

SECTION 6. IMPROPER USES OF DISCRETIONARY FUNDS. Cohoes IDA discretionary funds shall not be used for any expense intended to personally benefit a member, employee, or officer. Examples of improper uses of discretionary funds include the following: (i) purchases of alcohol or tobacco products; (ii) renewal of professional licenses for Cohoes IDA employees; (iii) purchases of flowers, gifts, or cards for Cohoes IDA members, officers, or employees; (iv) celebrations for special occasions that do not directly relate to a public purpose of the Cohoes IDA; and (v) personal use of Cohoes IDA vehicles, unless properly documented for tax purposes.