

BUSINESS AND TRAVEL EXPENSE POLICY

As Adopted: January 18, 2011

PURPOSE: To establish a policy for business and travel expenses for the Monroe County Airport Authority (the "Authority").

POLICY STATEMENT:

The objective of this policy is to ensure that the business and travel expenses of the Authority are reasonable, cost-effective and necessary for the business of the Authority.

The purpose of this policy is to identify the conditions under which, and the procedures by which, an authorized individual who acts on behalf of the Authority may incur authorized business and travel expenses; and ensure that an authorized individual who acts on behalf of the Authority provides proper supporting documentation for all appropriate business and travel expenses.

PROCEDURE:

(1) General Provisions.

- (a) An authorized individual who acts on behalf of the Authority may incur necessary and reasonable business and travel expenses on matters directly affecting the interests of the Authority. Necessary expenses are those that are appropriate for the advancement of the public and business interests of the Authority as set forth in New York Public Authorities Law 27511. The reasonableness of a particular

1 N.Y. Public Authorities Law § 2751

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5. The purposes of such authority shall be (i) to stimulate and promote economic development, trade and tourism (ii) to acquire, construct, reconstruct, continue, develop, equip, expand, improve, maintain, finance and operate aviation and other related facilities and services within Monroe county (iii) to promote safe, secure, efficient and economical air transportation by preserving and enhancing airport capacity (iv) to form an integral part of a safe and effective nationwide system of airports to meet the present and future needs of civil aeronautics and national defense and to assure inclusion of the authority's facilities in state, national and international programs for air transportation and for airport or airway capital improvement, all in accordance with the provisions of this title (v) to insure that aviation facilities authorized pursuant to this title shall provide for the protection and enhancement of the natural resources and the quality of the environment of the state and the western New York area.

6. Such purposes are in all respects public purposes for the benefit of the people of the State of New York and for which public funds may be expended and both the county and the authority in carrying out their respective powers and duties under this title shall be deemed to be acting in a governmental capacity. The acquisition, construction, reconstruction, development, expansion, improvement, equipping, operation and maintenance of any project financed or undertaken by the authority or the county shall be deemed to be the performance of an essential governmental

expense shall be determined by considering all facts and circumstances associated with the expense and the potential benefit to the Authority.

- (b) This policy separates business and travel expenses into four categories as follows: (1) meals and gratuities; (2) travel; (3) seminars and conferences; and (4) other business expenses.
 - (c) All expense reports and supporting documentation for a business or travel expense shall be submitted to the Treasurer of the Authority (the "Treasurer") within ten (10) days after incurring the expense.
 - (d) Alcohol and tobacco expenses are specifically excluded from this policy and are not a permitted business expense of the Authority.
- (2) Business and Travel Expenses. The following lists permitted expenses for an authorized individual who acts on behalf of the Authority.
- (a) Meals and Gratuities:
 - (1) Meals – expenses include the cost of food, beverage and taxes incurred during travel, regularly scheduled Authority Board meetings, or a meeting that includes a third-party. A third-party is an individual who is neither a Monroe County employee nor an Authority Member.
 - (2) Gratuities – expenses for reasonable gratuities in connection with meals. Receipts are generally not required for the reimbursement of gratuities if such gratuities are not included in the expense for the corresponding meal.
 - (b) Travel (transportation, lodging, mileage and parking):
 - (1) Air expenses include airfare that is incurred by an authorized individual who acts on behalf the Authority. The use of air travel is allowed when attending business meetings and/or conferences. The Authority will pay only coach or economy rates for airfare. Air travel should be by the most direct route possible unless indirect routing will result in a significant savings to the Authority with a relatively short period of time lost.
 - (2) Ground transportation expenses include train, bus, subways or taxis that are incurred by an authorized individual who acts on behalf of the Authority. The use of train, bus, subways or taxis are allowed when attending business meetings and/or conferences. The Authority will pay only coach rates for train travel.
 - (3) Mileage and Parking expenses include those that are incurred by an authorized individual who acts on behalf of the Authority. The use of vehicles is allowed for attending business meetings and/or conferences. Mileage, paid for the use of a personal vehicle, will be at the current rate established by the Internal Revenue Service. Parking expenses will include fees incurred when

function by the authority or the county acting in its governmental capacity, whether such project shall be owned or operated by the authority or by any person or public corporation.

traveling by one of the other means noted above or when receiving mileage reimbursement.

(4) Lodging expenses include those en route to or at a meeting location and must be necessary for the public and business interest of the Authority. Lodging shall be limited to a standard room at the single occupancy rate. Special government rates, if available, must be obtained for all lodging. If the lodging cost is incurred in New York State, hotel personnel shall be advised of, and presented with, a copy of the Authority's Tax Exempt Certificate.

(c) Seminars and Conferences:

Seminar and conference expenses include the applicable seminar or conference registration fee and related supplies and books that are purchased during the course of the seminar or conference.

(d) Other Business Expenses:

The Board realizes that an authorized individual who acts on the behalf of the Authority may be required to incur other business expenses from time to time to conduct Authority business and to further the mission of the Authority. These other expenses, while not specifically identifiable for the purpose of this policy, can in no way conflict with any other part of this policy. When an authorized individual who acts on the behalf of the Authority incurs other business expenses they must exercise discretion and good business judgment with respect to the expense, be cost-conscious, and expend funds as a reasonable person would expend public funds.

(3) Reporting.

(a) Expense Reimbursement Report. All expenses will be processed on an "Expense Report" (see attachment). An authorized individual who acts on behalf of the Authority must submit an Expense Report to the Authority Treasurer no later than ten (10) days after the expense is incurred.

(b) The Expense Report shall contain the following for all business and travel expenses:

(i) An itemized list of all expenses, including the type of expense, amount incurred, date and location of expenditure, individuals participating, and how such expense directly relates to the public and business interests of the Authority; and

(ii) The original, itemized, detailed receipt including the name of the business and the date must accompany the expense report for each item. Expenses will be denied if a receipt is not provided, unless the person who incurred the expense submits a sworn written statement setting forth the expense and a legitimate explanation as to why the receipt is not available. Receipts are not required for reasonable gratuities where generally not available.

- (c) The Administrative Director or Authority Member shall provide a brief oral or written report on any meetings, seminars or conferences attended at Authority expense at the next regularly scheduled meeting of the Authority Board.
 - (d) Expense reports that have not been properly prepared or supported by documentation shall be returned to the person who incurred the expense within fourteen (14) days with a stated justification for not processing the claim. If the expense report or documentation is deemed insufficient and an expenditure via Authority credit card is therefore denied, the person who incurred the expense will be required to reimburse the Authority for any funds expended within ten (10) days of notification of denial.
- (4) Review and Approval. Payment of business and travel expenses requires the Treasurer to review and approve said expenses in the manner set forth herein.
- (a) Responsibilities of the Treasurer. In approving a request for payment of business and travel expenses, the Treasurer is responsible for ensuring that such request meets the requirements of this policy. In discharging this responsibility, the Treasurer shall review the supporting documentation to determine whether or not the request conforms to this policy. Specifically, the Treasurer shall:
 - (i) Verify the documentation and make inquiries as necessary to determine that the individual expenses are reasonable under the circumstances and directly related to the public and business interests of the Authority;
 - (ii) Confirm that each expense is accompanied by the documentation required in Section 3 of this policy;
 - (iii) Reject those expenses that are not consistent with this policy;
 - (iv) Provide written certification that approved expenses were reasonable and directly related to the public and business interests of the Authority; and
 - (v) Provide a report on approved expenses to the Authority Board at each meeting.
 - (b) Responsibilities of the Authority Board. The Board will receive a report on all approved expenses from the Treasurer and inquire as to the appropriateness of any expense. Upon receipt of said report the Board shall either:
 - (i) Accept the report of the Treasurer in its entirety; or
 - (ii) Reject specific transactions in the report. In the event that an expense is rejected by the Board the individual who incurred the expense must reimburse the Authority within ten (10) days of the Board meeting.
- (5) Annual Review of Policy. The Board shall have this policy reviewed annually for applicability and appropriateness by the Audit Committee. On completion of such review,

the results thereof and any recommendations for revision shall be presented to and approved by the Board.