

TRAVEL POLICY

As Adopted: May 9, 2007

Monroe County Airport Authority will pay/reimburse Monroe County employees for expenses incurred in attending meetings, conferences, and seminars if such travel has specific value to, and is in the best interest of the Monroe County Airport Authority.

It is the Monroe County Airport Authority's policy to insure that travel related expenditures are appropriately reviewed, controlled and kept to the lowest cost possible through the use of procedures as contained in this Travel Guideline, Travel Request Process and the Monroe County Travel Guideline.

PURPOSE

The Monroe County Employee Travel Guidelines provides:

- A. An identification and classification of those travel related costs for which the Monroe County Airport Authority will pay/reimburse Monroe County employees (and those for which it will not pay/reimburse) are contained in the Monroe County Guidelines.
- B. In some cases, dollar limits as to the amount the Monroe County Airport Authority will pay/reimburse differ from the Monroe County Guidelines. In those cases the Administrative Director will determine the reimbursement that is in the best interest of the Authority
- C. A procedure which must be followed by all County employees prior to, during, and at the conclusion of the Monroe County Airport Authority -business-related travel is contained in the Monroe County Guidelines and Monroe County Airport Authority Travel Process.
- D. Guidance with regard to budgetary concerns (e.g., anticipated travel costs which exceed available budgeted appropriations).

GUIDELINE

In general, the Monroe County Airport Authority Travel Guideline follows the Monroe County Travel Guidelines. All questions of conflict between the County and Authority guidelines will be resolved by the Administrative Director. Under the guidance of the Treasurer, the Administrative Director is responsible for the enforcement of this Policy. Should the situation warrant the Administrative director will provide amendments and updates to this Guideline. Questions regarding policy interpretation should be brought to the attention of the Assistant Treasurer who may seek the assistance of the Administrative Director or Treasurer, as required.