

# MUNIPRO, INC.

## *Travel Policy*

Adopted: January 16, 2008  
Readopted: October 28, 2008  
Readopted: October 28, 2009  
Readopted: December 15, 2010  
Readopted: February 24, 2016

MUNIPRO, Inc. (the Corporation) is a Not-For-Profit Corporation pursuant to Section 402 of the Not-For-Profit Corporation Laws of New York State. Travel by Board Members, employees, and contracted services (when specified under the terms of the contract) will be allowed under the following policy:

1. Any travel expenses for which reimbursement is requested and allowed shall be for actual and necessary expenses incurred when conducting business for the Corporation and will be approved on the following basis.

- a. Air transportation-air fare at coach fare rates.
- b. Mileage - rates as approved by IRS.
- c. Parking - necessary parking.
- d. Tolls - for bridges, thruway charges, etc.
- e. Rental cars - based upon a compact model as necessary and approved by the contracted manager.
- f. Meals - reimbursed subject to the following daily maximum allowances:  
Breakfast - \$10.00; Lunch - \$14.00; Dinner - \$30.00  
All meal expense and allowances includes tax and tip.
- g. Lodging - arrangement should be made in the most economical manner possible with standard room single occupancy rates.
- h. Miscellaneous - per receipt if for business purposes.

2. Whenever practical, travel shall be approved in advance by the Board or the Board's designee. Travel not receiving advance approval shall be approved by the Board at its next meeting.

3. Receipts or other documentation should be submitted for all expenses but if receipts are lost, a statement attesting to the charges may be accepted.

4. Reimbursement procedure. Upon completion of the travel, a statement of all expenses with receipts shall be submitted to the Board or its designee within five (5) business days for consideration and approval for reimbursement. Any reimbursement checks issued shall be signed pursuant to the standard Corporation policy regarding the execution of checks.

6. Unauthorized expenses. Expenses such as alcoholic beverages, valet, laundry services, newspaper, entertainment expenses, or for other personal items will not be reimbursed.

7. Records. Forms as may be necessary to document and maintain records for travel expense and reimbursement must be completed by the requesting party.