TOWN OF HAMBURG INDUSTRIAL DEVELOPMENT AGENCY AND HAMBURG NEWYORK LAND DEVELOPMENT CORPORATION
TRAVEL POLICY

Adopted: July 17, 2007, re-adopted as written April 23, 2020, re-adopted as written June 16, 2021, re-adopted as written March 16, 2022, re-adopted as written March 15, 2023, re-adopted as written April 10, 2024, re-adopted as written March 12, 2025, re-adopted as written March 11, 2026

Section 1. Applicability

This policy shall apply to every member of the board (the "Board") of the Town of Hamburg Industrial Development Agency and the New York Land Development Corporation (the "Agency") and all officers and employees thereof.

Section 2. Approval of Travel

All official travel for which a reimbursement will be sought must be approved by the Chairman prior to such travel. Provided, however, in the instance where the Chairman will seek reimbursement for official travel, such travel must be preauthorized by the Board of the Agency.

Section 3. Payment of Travel

The Agency 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 Agency. It is the traveler's responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy.

Section 4. 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, or if it saves time. The traveler will be reimbursed at a standard mileage reimbursement rate.

Meals will be reimbursed at actual expense or a per diem rate, whichever is less. Lodging will be reimbursed at actual expense up to certain daily rate caps established for various locations. The applicability of such caps shall be determined on a case by case basis talking into consideration availability of lodging and other extenuating circumstances.

Reimbursement for miscellaneous expenses shall be determined on a case by case basis. Mileage rates, per diem allowances and lodging caps will be established and from time to time amended by the CFO subject to the review and approval by the Board. All determinations made pursuant to this section shall be made by the CFO but may be reviewed by the Board. In the instance where such determinations regard the travel of the Treasurer, the CFO, the CEO or the Chairman, the Board shall make such determinations.