

Greater Rochester Sports Authority

Travel Policy

Adopted: November 1, 2005

Re-Adopted: August 12, 2009

Re-Adopted: March 23, 2011

Re-Adopted: March 16, 2012

Amended: March 13, 2013

Re-Adopted: March 12, 2014

1. All local travel expenses within Monroe County of the resident contractors and its employees are included in the management fee as set forth in the contract between the resident contractors
2. Any travel expenses for which the resident contractors to be outside the scope of services provided pursuant to said contract must be approved by the Authority prior to said expenses being incurred.
3. Approved travel expenses shall include only actual and necessary expenses incurred and shall be reimbursed 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
 - f. Meals - reimbursed subject to the following daily maximum allowances:
Breakfast - \$ 10.00 Lunch - \$14.00 Dinner - \$30.00 (Note: based on County rates)
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.
4. Receipts or other documentation should be submitted for all expenses but if receipts are lost statement of employee attesting to the charges may be accepted.
5. Reimbursement procedure. Upon completion of the travel a statement of all expenses with receipts shall be submitted to the resident contractor within (5) five business days who shall authorize the reimbursement to the employee. Any reimbursement checks issued shall be cosigned by the Authority Treasurer pursuant to standard Authority policy regarding 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. The resident contractor shall prepare such forms as may be necessary to document and maintain records for travel expense and reimbursement.

8. This policy shall also apply to travel by members of the Authority.
(Note: PAL Section 2578) allows reimbursement for all actual and necessary expenses incurred when carrying out of the purposes of the Authority.