

NEW YORK CITY WATER BOARD

POLICY ON TRAVEL ALLOWANCE

The purpose of this policy is to establish guidelines for the reimbursement of business related out-of-town travel expenses. There is no reimbursement for out-of-town travel expenses that are not business related.

The Board is a tax-exempt organization and, as such, a Member, Officer or administrative staff person should whenever possible bring along a sales-tax exempt certificate for car rental, lodging and making any purchase in New York State. The Treasurer shall maintain and make available to Members, Officers and administrative staff a copy of such tax-exempt certificate.

1. Approvals

All out-of-town travel plans require prior approval by the Chair or the Executive Director, or by the Chair in the case of travel by the Executive Director.

2. Transportation

Air Transportation: All business air travel must be in economy class unless travel is international and flight time is six hours or more in duration. In those cases, business class is permitted. When making an airline reservation, employees are to request flights in accordance with required departure/arrival times that utilize the lowest fare prices and most direct routes for the traveler's flight itinerary.

Taxi and other Local Transportation: The cost of taxis or carfare to and from places of business, hotels, airports or railroad stations in connection with out-of-town business travel is reimbursable.

Car Rental: All rentals should for be midsize cars or smaller, unless there is a specific reason otherwise.

Parking, Gas, etc.: Airport parking of personal automobiles, tolls, gas and mileage incurred when on Board business will be reimbursed.

3. Meals

The Board will reimburse Members, Officers or administrative staff persons for out-of-town business meal expenses, provided such expenses are reasonable and appropriate.

4. Personal Items

The cost of personal, non-business related items (such as magazines and pharmaceuticals) are not reimbursable even if incurred while on business travel.

5. Lodging

The Board will reimburse lodging away from home that is required for business reasons. When traveling, employees are expected to use reasonably priced hotels or motels, whenever possible.

6. Gratuities

The Board will reimburse for reasonable and customary gratuities. Where gratuities are not shown on a receipt, they should be noted by the employee on a receipt for associated services (e.g. hotel bill).

EXPENSE SUPPORT

Reimbursement claims must be submitted to the Treasurer of the Board with proof of payment, an explanation of the nature of the trip and the approval of the Chair or Executive Director as set forth above on the form prescribed by the Treasurer. If it is not possible to submit a receipt, a written explanation will be acceptable, subject to the approval of the Executive Director and/or Treasurer.

If an Officer or administrative staff member of the Board is an employee of the City of New York, any reimbursement is further subject to the conditions and limitations contained in Comptroller's Directive No. 6. In the event of any conflict between this policy and said Directive, the latter shall control in terms of whether, and to what extent, a reimbursement may be made.