

PUBLIC REALM IMPROVEMENT FUND GOVERNING GROUP INC.

TRAVEL AND MEAL ALLOWANCE POLICY

The purpose of this policy is to establish guidelines for the reimbursement of business-related travel and meal expenses. There is no reimbursement for travel and meal expenses that are not business-related. All travel and meal allowance reimbursements should be submitted as one complete package on a per-trip basis. If available to the Corporation due to a tax exemption, during business-related travel, employees should, whenever possible, bring along a sales-tax exempt certificate for car rental, lodging and making any purchase in New York State.

1. APPROVALS

All travel plans require prior approval of the Chairperson and another officer who is not involved in the travel, or in the case of the Chairperson, by two other officers. Approval must be requested by means of an itinerary memorandum, which discloses the business purpose of the trip as well as the location and duration of the trip.

2. TRANSPORTATION

In-City Travel

The following guidelines should be used when traveling for business purposes within the City of New York:

1. Employees may be reimbursed for business transportation expenses incurred while traveling between work locations within the City of New York.
2. Public mass transit (bus, subway or ferry) should be used whenever possible. Taxis or car service may be used for in-City business travel only when use of mass transit is impracticable due to the inaccessibility of a work location by mass transit or service interruptions on mass transit, or in other compelling circumstances, if approved by an officer of the Corporation.
3. Requests for reimbursement must be submitted (with appropriate documentation).
4. Employees will not be reimbursed for transportation expenses incurred in commuting to or from their home to a work location within the City of New York.
5. For purposes of this Policy, a “work location” is any location where a director is required to be to carry out Corporation business.

Out-of-Town Travel

The following guidelines should be used when traveling for business purposes outside of the City of New York (“Out-of-Town”):

Air and Rail Transportation:

All business air and rail travel must be in economy class to be reimbursable. When making an airline or rail reservation, employees are to request flights or trains in accordance with required departure/arrival times that utilize the lowest fare prices and most direct routes for the traveler's business 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: An economic need and not a matter of personal convenience must justify the use of a car rental. All rentals should be midsize cars or smaller, unless there is a specific reason otherwise. Rental cars must be shared when travelling in groups in order to minimize costs; accordingly, the use of full-size cars is acceptable when four or more employees are travelling together and sharing the rental.

Parking, Gas, etc.: Airport parking of personal automobiles, tolls, gas and mileage incurred when on Corporation business are be reimbursable.

3. MEALS

The Corporation will reimburse employees for Out-of-Town travel business meal expenses, provided such expenses are reasonable and appropriate, and the total daily cost of such meals does not exceed the United States General Services Administration ("GSA") per diem rate for meals for the business travel destination. *See* <http://www.gsa.gov/portal/content/101518> and <http://www.gsa.gov/portal/content/104877>.

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 Corporation will reimburse lodging for Out-of-Town travel that is required for business reasons. When traveling, individuals are expected to use reasonably priced hotels or motels, whenever possible. In general, rates may not exceed the GSA per diem rate for lodging for the location in question. *See* <http://www.gsa.gov/portal/content/104877>. Where the Chairperson determines that it is in the interest of the Corporation to send an individual to an out-of-town convention, conference or seminar, then hotel accommodations at the Out-of-Town convention, seminar or conference site may be paid at the lower of actual cost or 150 percent of the "maximum lodging amount" component of the per diem rate allowed for the locality in the Federal GSA rate schedules. Individuals may not incur the conference rate at lodging establishments which are not designated conference hotels or are not in close proximity to the conference site.

6. GRATUITIES

The Corporation will reimburse for reasonable and customary gratuities related to Out-of-Town travel expense permitted hereunder. Where gratuities are not shown on a receipt, they should be noted by the individual on a receipt for associated services (*e.g.* hotel bill).

7. EXPENSE SUPPORT

Reimbursement claims must be submitted to the Treasurer on such forms as he or she may require, along with proof of payment, and an explanation of the nature of the trip and the required approvals.