

**ALLIANCE FOR FLUSHING MEADOWS CORONA PARK CORPORATION**  
**(the “Corporation”)**

**POLICY ON TRAVEL ALLOWANCE**

Adopted August 10, 2016

The purpose of this policy is to establish guidelines for the reimbursement of business-related travel expenses. There is no reimbursement for travel expenses that are not business-related. 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 Executive Director, Treasurer of the Corporation, or in the case of travel by the Executive Director, by the Chairperson of the Board of Directors. In the case of the Treasurer or Secretary, prior approval is required from the Executive Director.

**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 or subway) 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) on Expense Reimbursement Forms supplied by the Treasurer.
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 an employee 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:** 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 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, employees 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 Executive Director determines that it is in the interest of the Corporation to send an employee 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. Employees 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 employee 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 approval of the Executive Director, Treasurer or Secretary; or, in the case of the Executive Director, the Chairperson of the Board of Directors; or in the case of the Treasurer or Secretary, the Executive Director.