

## **TRAVEL POLICY**

1. Generally. It is the policy of the Agency that uniform procedures will be followed for the authorization and expenditure of funds for travel associated with the Agency's business.

(a) Expenses incurred by the Agency Board members and staff, to be reimbursed from the Agency's funds, must be approved in advance by the CEO.

(b) All requests for reimbursement for the Chairman must be approved by the members of the Agency.

(c) The Chairman will inform the CEO or his/her designee of all Board Member pre-approved expenses.

(d) The CEO or his/her designee will assist the Board member, if desired, with arrangements for travel and the accompanying reimbursement procedures.