

OGDENSBURG BRIDGE AND PORT AUTHORITY

APPROVAL OF TRAVEL ITINERARY PLANNING POLICY

The Executive Director or the Executive Director's designee shall give written approval prior to all travel outside the Ogdensburg area on the Travel/Meeting/Seminar Authorization Form. Meetings and seminars will be pre-approved by the director responsible for the employee and the Executive Director.

The following travel items are to be coordinated through the Executive Director's Executive Assistant or other designee to maximize cost savings to the Authority. Those items are:

- Lodging
- Air fares
- Registration fees
- Rentals

Any deviation from the planned itinerary must be documented.

Receipts will be submitted along with the claim voucher for all items of expenditure. Acceptable receipts should be on a standard format as provided by the service vendor and in sufficient detail to allow auditing of individual items of expenditure.

Receipts are required for the following items:

- Lodging
- Rental of automobiles
- Air fares
- Business Meals
- Parking and Tolls
- Taxis
- Miscellaneous expenses related to the particular event.

If approved by the Executive Director or designee to use personal vehicle, Federal mileage rate, as adjusted, will be paid.