

The Suffolk County Landbank Corp – Travel Policy

This policy applies to all directors, officers and employees of the Suffolk County Landbank Corporation (“SCLBC”). All official travel for which a reimbursement will be sought must be approved by the Executive Director of the SCLBC prior to such travel. Provided, however, in the instance where the Executive Director will seek reimbursement for official travel, such travel must be pre-authorized by the Board of the SCLBC.

The SCLBC will reimburse all reasonable expenses related to meals; travel and lodging that were incurred by any director, officer or employee as a result of the performance of their official duties. All official travel shall be properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by the SCLBC. It is the traveler's responsibility to report his or her travel expenses in a responsible and ethical manner, in accordance with this policy.

Travelers may use their private vehicle for business purposes and will be reimbursed at a standard mileage reimbursement rate. Meals will be reimbursed at actual expense or a per diem rate, whichever is less. Reasonable lodging will be reimbursed at actual expense. Reimbursement for miscellaneous expenses shall be determined on a case by case basis.

Mileage rates will be based on the current IRS rate.