

ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
TRAVEL POLICY

Section 1. **APPLICABILITY**

This policy shall apply to every member of the Board (the “Board”) of the Orange County Industrial Development Agency (the “Agency”) and all officers and employees.

Section 2. **APPROVAL of TRAVEL**

All official travel for which a reimbursement will be sought must be approved by the Chief Executive Officer (CEO) prior to such travel. However, when the Chief Executive Officer will seek reimbursement for travel, such travel must be pre-authorized by the Chairman or Managing Director.

Section 3. **TRAVEL EXPENSES**

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. The traveler will be reimbursed at prevailing IRS mileage rate.

Meals will be reimbursed at actual expense or a per diem rate, whichever is less. Lodging will be reimbursed at actual expense up to certain daily rate caps established for various locations. The applicability of such caps shall be determined on a case by case basis taking into consideration availability of lodging and other extenuating circumstances.

Reimbursement for miscellaneous expenses shall be determined on a case by case basis. Mileage rates, per diem allowances and lodging caps will be established and from time to time amended by the Chief Executive Officer. All determinations made pursuant to this section shall be made by the CEO. In the instance where such determinations regard travel by the Chief Executive Officer or Managing Director, the Chairman shall make such determinations.

Section 4. **PAYMENT of TRAVEL EXPENSES**

The Agency 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 Agency. It is the traveler’s responsibility to report travel expenses in a responsible and ethical manner in accordance with this policy.