

**ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
TRAVEL POLICY**

TOPIC: Administration

RESPONSIBLE DIRECTOR: Director of Administration



**President and Chief Executive
Officer**

APPROVED BY:



Chairman, Board of Directors

EFFECTIVE DATE: December 17, 2025

SUPERSEDES: Any and all previous dates

UPDATED (date): December 9, 2025

REVIEWED (date): December 17, 2025

I. Statement and Purpose:

The Travel Policy ensures that all travel undertaken by Board members, officers, and employees of the Orange County Industrial Development Agency is conducted responsibly, with prior approval, and in a manner that guarantees accountability for public funds. The policy establishes clear standards for authorizing, reimbursing, and reporting travel expenses to prevent misuse and to align travel with official agency duties.

II. Significant Principles:

- Policy applies to all Board members, officers, and employees.
- Travel must be pre-approved to qualify for reimbursement.
- Personal travel expenses cannot be charged to the Agency.
- Responsibility and ethical reporting of travel costs is required.

III. Procedure:

- CEO must approve all reimbursable travel; if CEO is the traveler, the Chairman must authorize.
- Travelers may use personal vehicles if cost-effective or time-saving; reimbursement follows IRS mileage rates.
- Meals reimbursed at actual cost or per diem (whichever is less).
- Lodging reimbursed at actual expense, within location-based rate caps, with exceptions allowed for special circumstances.
- Miscellaneous expenses handled case by case.
- CEO sets and updates mileage rates, per diem allowances, and lodging caps on an annual basis based upon current USGSA rates.

IV. Evaluation:

- Effectiveness measured by adherence to pre-authorization and reimbursement rules.
- Compliance ensured through clear reporting and verification of expenses.
- Accountability maintained by prohibiting personal expenses and requiring ethical reporting.
- Oversight reinforced through specific approval responsibilities (CEO, Chairman).

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.

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, 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.