



Chautauqua, Cattaraugus, Allegany & Steuben Counties

Southern Tier Extension Railroad Authority

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779
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"This institution is an equal opportunity organization"
John Margeson, Chairman

CHAUTAUQUA, CATTARAUGUS, ALLEGANY AND STEBEN COUNTIES SOUTHERN TIER EXTENSION RAIROAD AUTHORITY

TRAVEL POLICY

This policy applies to all directors, officers and employees of the Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority (the "Corporation").

All official travel for which a reimbursement will be sought must be approved by the Chief Executive Officer of the Corporation prior to such travel. Provided, however, in the instance where the Chief Executive Officer will seek reimbursement for official travel, such travel must be pre-authorized by the Board of the Corporation.

The Corporation 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 Corporation. 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.

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 talking 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, as amended by the Treasurer of the Corporation. All determinations made pursuant to this policy reimbursement amounts shall be made by the Treasurer. In the instance where such determinations regard the travel of the Treasurer, the Chief Executive Officer shall make such determinations.

The question of the adoption of the foregoing policy was duly put to vote on roll call, which resulted as follows:

	<u><i>Yea</i></u>	<u><i>Nay</i></u>	<u><i>Abstain</i></u>	<u><i>Absent</i></u>
John Margeson	X			
Joseph Eade	X			
James Griffin	X			
Robert Walrod	X			
William Daly	X			
Fran Lus	X			
Thomas Livak				X
Terry Everetts				X
Timothy O'Grady	X			
Karl Kruger	X			
Seth Corwin				X
Lucille White				X

This policy is hereby adopted and shall be effective immediately as approved and adopted this 30th day of April, 2007.