

# **Carthage Industrial Development Corporation Travel and Discretionary Funds Policy**

## **1. APPLICABILITY**

The following is the policy of the Carthage Industrial Development Corporation (“The Corporation”) governing Travel and the use of the Corporation’s Discretionary Funds. This policy shall apply to every member of the board (the “Board”) of the Carthage Industrial Development Corporation (the “Corporation”) and all officers and employees thereof.

As a broad statement of the Corporation’s policy: The Corporation will not use its funds to further interests beyond those which are the enumerated power, duty and purpose of the Corporation. The use of its funds shall, in all cases, directly relate to the mission and public purpose of the Corporation.

## **2. APPROVAL OF TRAVEL**

All official overnight travel for which a reimbursement will be sought must be approved by the President prior to such travel. Provided, however, in the instance where the President will seek reimbursement for official travel, such travel must be pre-authorized by the Board. The details of all other travel must be reported as part of any reimbursement request.

## **3. ACCEPTABLE EXPENDITURES**

The expenditure of Corporation’s funds must relate directly to an enumerated power, duty or purpose of the Corporation.

Examples of acceptable expenditures are provided as follows:

1. Travel expenses directly related to the Mission of the Corporation. The Corporation will reimburse actual expenses, not to exceed Federal GSA per diem limits, related to meals, travel by means other than personal vehicle and lodging that were incurred by any director, officer or employee as a result of the performance of their official duties.

Travelers may use their private vehicle for performance of their official duties. When doing so, traveler will be reimbursed at a standard mileage reimbursement rate in cents per mile which is permitted by the U.S. Internal Revenue Service (IRS) as a tax deduction.

All official travel shall be properly authorized, and reported on a form(s) provided by the Corporation. 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.

All determinations made pursuant to this section shall be made by the Treasurer. In the instance where such determinations regard the travel of the Treasurer, the President shall make such determinations.

2. Provision of meals and refreshments for Board members will be limited to public working sessions of The Corporation.
3. Training of board members and staff, certifications, and licenses necessary to fulfill the mission of the Corporation.

#### 4. UNACCEPTABLE EXPENDITURES

Absent specific statutory power, the Corporation may not use public funds to purchase items considered personal expenses or that are intended to personally benefit an employee or director. Expenses such as those that follow do not advance a public purpose and should be considered personal in nature and violate the policy of the Corporation.

Examples of unacceptable expenditures are provided as follows:

1. Gifts for staff, directors and/or family members.
2. Subsidized or free use of the Corporation services for the personal use of current or former board members, staff, or family members.
3. Celebrations for special occasions that do not directly relate to the purpose of the Corporation, such as catering or decorations for summer picnics, office parties and holiday or retirement parties.
4. Charitable contributions or sponsorships of events not associated with Corporation's mission.

5. Purchases of alcohol or tobacco products.
6. Personal use of Corporation vehicles.
7. Costs to purchase or mail holiday cards, invitations or expressions of sympathy to staff or families of Corporation staff.
8. Personal use of Corporation resources including but not limited to office supplies.
9. Extension of credit in the form of a personal loan to or for any officer, board member or employee of the Corporation.

Approved and adopted this 27 day of February 2013

**CIDC EXPENSE REPORT**  
ATTACH RECEIPTS FOR EACH ITEM

NAME: \_\_\_\_\_ PERIOD ENDING: \_\_\_\_\_

Date:								
From:								
To:								
To:								TOTALS

Mileage:								
At \$ _____ per Mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parking								\$ -
Tolls/Cab/Bus Fares								\$ -
<b>TOTAL TRAVEL:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MEALS:								
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
<b>TOTAL MEALS:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OTHER EXPENSES:								
Office Expenses:								\$ -
Telephone Expenses:								\$ -
Misc. Expenses:								\$ -
<b>TOTAL OTHER EXPENSES:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>TOTAL ALL EXPENSES:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ TOTAL DUE \_\_\_\_\_

PURPOSE/DESCRIPTION	
	PURPOSE:

CIDC BOARD USE	
ID	0
INVOICE: PERIOD ENDING	ENTERED: _____
TRAVEL EXPENSE	\$ -
MEALS EXPENSE	\$ -
OFFICE EXPENSE	\$ -
TELEPHONE EXPENSE	\$ -
MISC EXPENSE	\$ -
<b>TOTAL EXPENSE</b>	\$ -
	PAID: _____
	CHECK NO: _____
	DATE: _____
	CIDC APPROVED _____