

**Contributions, Sponsorships & Membership
Procedures**

For

Maine Municipal Bond Bank

Maine Health and Higher Educational Facilities Authority

Maine Governmental Facilities Authority

Maine Public Utilities Financing Bank

(The “Authorities”)

Policy Statement: The Authorities will only become a member of an organization that supports the Authorities mission and/or marketing plan and that provides benefits to the Authorities that they are unable to obtain without such membership. In addition, the Authorities will only make contributions or sponsor events that are consistent with the Authorities mission or marketing plan.

Membership Organizations: The Authorities will only become a member of any national organization whose membership includes similar governmental or not for profit entities from other states that offer:

- Opportunities to learn best practices;
- Review and interpret national policies that affect the Authorities;
- Tracking of prospective policies that may affect the Authorities' bond or grant programs.

The Authorities may become a member of a Maine organization that includes members from municipalities, hospitals, institutions of higher education or financial institutions so long as membership provides benefits to the Authorities such as:

- Opportunities to learn best practices;
- Marketing to the constituencies' of the Authorities;
- Opportunities to aggregate purchasing;

All organization memberships must be reviewed and approved by the Executive Director.

The Authorities may pay for membership of staff members in appropriate professional organizations such as the Maine Bar Association and the American Institute of Certified Public Accountants, with the approval of the Executive Director.

Donations and Contributions: The Authorities will not ordinarily make donations or contributions to organizations that are not consistent with the Authorities' mission. The Authorities do not make political contributions. However, the Authorities will make a donation to an organization, in lieu of flowers, if requested in a memorial, up to the cost of the flowers. All donations and contributions must be reviewed and approved by the Executive Director.

Internal Procedures for Monitoring Contributions, Sponsorships and Memberships: The annual budget includes the anticipated expenditures for contributions, sponsorships and memberships, which the Board of Commissioners review when they consider approving the budget. The actual expenditure is approved by the staff member making the request and by the Executive Director. The expenditure is included on the monthly Treasurer's Report to the Board of Commissions, which lists the budget for such expenditures and the actual expense and also includes a list of checks written for the month.

Internal Procedures for Monitoring all expenditures: The annual budget includes all anticipated expenditures, which the Board of Commissioners review when they consider approving the budget. Actual expenditures are approved by the staff of the Authorities and by

the Executive Director. Actual expenditures are included on the monthly Treasurer's Reports to the Boards of Commissioners, including a budget to actual comparison by line item as well as a list of checks written for the month.

Ethics: The Personnel Policy for the Authorities includes an employee Code of Ethics and Conduct which includes the procurement process. That Code includes the following "avoid any interest or activity which is in conflict with the conduct of official duties. Serve in a manner as to avoid inappropriate personal gain resulting from performance of official duties."

Procurement Procedures

For

Maine Municipal Bond Bank

Maine Health and Higher Educational Facilities Authority

Maine Governmental Facilities Authority

Maine Public Utilities Financing Bank

(The “Authorities”)

Approved by Board of Commissioners February 27, 2013

General: These procedures establish specific requirements that employees of the Authorities will adhere to in order to assure that the Authorities are in compliance with not only the Boards of Commissioners requirements, but also requirements outlined in Federal grants and the laws of the State of Maine.

The Authorities procure supplies, products and professional services that are necessary to operate all programs. These procedures are established to assure that the procurement of these supplies, products and professional services is efficient, effective and at favorable prices. These procedures are also intended to promote open and free competition in purchasing based on equal consideration of quality, experience, service and price.

Authority & Administration: The Executive Director of the Authorities has the responsibility for purchasing for the Authorities. Purchasing authority is granted by the Boards of Commissioners either as part of the annual budget or by special vote. The Boards review any purchase that exceeds \$10,000.00 (a Board may set a lower dollar limit) and may decide to interview any vendor proposing to provide professional services to the Authorities, such as underwriting, trust, legal, etc, in order to assure that the Authorities are receiving the best service. The boards also approve the Authority's auditor.

Procurement of supplies, products or services: The normal Authorities' procurement process is to issue "Request for Proposals" (RFP) to qualified vendors for all major purchases and to issue a RFP, or at a minimum, request quotes from multiple vendors, for other purchases, except as outlined below. The Executive Director may waive the RFP process for any purchase if (s)he believes that another method is efficient and cost effective.

A major purchase is defined as \$10,000.00 or more.

The Authorities will maintain records sufficient to detail the procurement process for each major purchase for a minimum of seven years, in accordance with the Record Retention Policy. Records maintained will include a copy of the RFP or other documents as approved by the Executive Director, a list of who the RFP or specifications were sent to, a copy of the responses and an analysis that supports the final decision of the vendor or product selected.

The Authorities may enter into State or local intergovernmental agreements for procurement or use of common goods and services when it is to the Authorities advantage to do so.

For purchases of supplies or products that are material in cost and a RFP is not used, the Authorities will seek quotes from multiple vendors by telephone, fax, e-mail, internet, verbally or mail and document the responses that they receive. Documentation for these purchases will also be required and, in accordance with the Record Retention Policy, be on file for a minimum of seven years, including:

- the names and addresses of the Vendors/Contractors,
- price, quantity, specifications and quality of product or services,
- criteria of decision making, using quality, experience, service and price as criteria

While the lowest price is a consideration in the procurement process, quality, experience and service are also equal considerations. Multiple quotes will be obtained whenever possible, however there may be instances where it is not possible to seek multiple quotes including, but not limited to;

- an emergency that requires an immediate repair;
- after a reasonable review the item is only available from a single source;
- after solicitation of a number of vendors, either only one vendor fully meets the Authorities' needs or only one vendor responds.

The Authorities do not seek multiple quotes for services or products if it participates in a program that aggregates the purchase of these services or products for multiple purchasers. The Authorities believe that the aggregator has already searched the market for the best price and the best service/product that meets the Authorities' needs and that participating in an aggregation program benefits all participants in the program.

The Authorities do not seek multiple quotes for supplies or products that are considered immaterial in cost such as copier paper, office supplies, toner, etc.

Length of Contract: The length of a contractual agreement to provide supplies, products, or services should not exceed five years. Prior to the end of the contract, the Authority should begin the process for replacing the contract according to the Procurement Procedures.

Internal Procedures for Monitoring all expenditures: The annual budget includes all anticipated expenditures, which the Board of Commissioners review when they consider approving the budget. Actual expenditures are approved by the staff of the Authorities and by the Executive Director. Actual expenditures are included on the monthly Treasurer's Reports to the Boards of Commissioners, including a budget to actual comparison by line item as well as a list of checks written for the month.

Ethics: The Personnel Policy for the Authorities includes an employee Code of Ethics and Conduct which includes the procurement process. That Code includes the following "avoid any interest or activity which is in conflict with the conduct of official duties. Serve in a manner as to avoid inappropriate personal gain resulting from performance of official duties."

Travel policy approved by MMBB Board 8/24/11

Travel policy approved by MHHEFA Board 7/18/11

Policy updated and approved by MMBB Board 3/21/2018

The Maine Municipal Bond Bank and associated Authorities (the Bank) codify the State of Maine Travel Policy as follows:

7.1 – General Policy

An employee traveling on official Bank business is responsible for

- Being familiar with Bank travel and transportation policy before embarking on travel
- Exercising the same care in incurring expense and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official Bank business travel are not acceptable, unless the traveler is willing to pay for the additional costs.
- Paying any excess costs and any additional expense incurred for personal preference or convenience.
- Returning as promptly as possible to either the office or employee residence when Bank business has been completed, except when the traveler is coupling personal time with the trip.
- Securing prior authorization for travel when required. The employee is at risk of not receiving proper reimbursement for any expense incurred if they do not follow proper procedure and secure proper authorization for travel.
- Preparing the Travel and Expense Account Voucher and providing appropriate receipts and documentation as required.

Ensure the health and safety of the travelers

The health and safety of travelers is a top priority in the conduct of travel related activities. It is advantageous to the Bank to establish and alter travel plans and itineraries with consideration of hazardous inclement weather and other situations that could threaten the health and safety of employees. When this occurs, travelers should:

- Promptly notify the Executive Director or the traveler's supervisor of the change in travel plans.
- Note the reason for any additional expense on the traveler's Travel and Expense Account Voucher.

Comply with the Americans with Disabilities Act

Compliance with the Americans with Disabilities Act (ADA) is required by law and thus considered to be advantageous. All employees are to be afforded equal opportunity to perform travel for official Bank business even if the travel costs for disabled travelers will exceed what would normally be most economical to the Bank. For example:

- When a traveler uses a wheelchair and it is necessary to pay more for an airline ticket so the traveler can fly on a larger airplane that can accommodate the wheelchair.
- When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

Travel authorizations and travel claims should be annotated that the extra costs were required to comply with ADA. ADA supporting documentation should remain confidential and a statement added to the Travel and Expense Voucher indicating file location of supporting documentation.

Travel costs that are eligible for reimbursement

Travelers may be reimbursed for the following types of expense incurred on official Bank business subject to the requirements and restrictions, as follows.

- Lodging – The actual cost of lodging up to a specified maximum (see Section 7.8).
- Meals – Allowable rate for meal reimbursement (see Section 7.7).
- Transportation – Costs of necessary official Bank business travel on railroads, airlines, ships, buses, taxi, shuttle or limousine fares (including a customary tip or gratuity), private motor vehicles, motor vehicle rental, ferry and other means of conveyance are reimbursable. (see Section 7.3)
- Miscellaneous travel expenses – Other expenses essential to the transaction of official Bank business are reimbursable to the traveler including facsimile services, charges for internet usage, as long as they are the most cost effective and are for work related purposes, and mandatory fees charged by lodging facilities.

Reimbursement for meals and lodging shall not exceed the allowable per diem rate

Reimbursement for meals and lodging shall not exceed the maximum allowable per diem rate for that location unless an exception is provided for in this policy. The maximum allowable per diem rates for the continental USA, non continental USA and foreign locations can be found at <http://www.gsa.gov/portal/category/21287>

How travel for the convenience of the traveler affects reimbursement

If the traveler is attending a meeting, conference, trade show, etc (temporary duty station) that exceeds the 50 mile rule in Section 7.8 and elects to return to the office or his/her residence after the close of a regularly scheduled working day:

Maximum reimbursement shall be the lesser of either:

- The travel expense incurred in returning to the office or his/her residence, whichever is closer;
or
- The amount which would have been allowable had the traveler remained at the temporary duty station.

The traveler is to return to the temporary duty station in time to observe the next day's regularly scheduled working hours or schedule of the meeting or conference.

If a traveler would like to couple a vacation or other personal use onto a legitimate business trip, it is allowed where all of the following conditions exist:

- The primary purpose of the trip is official Bank business;
- The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip; and
- The Bank does not incur any extra expenses beyond what it would have normally incurred had the trip occurred without any personal use coupled with the trip.

Leave of absence during travel

When a traveler takes leave a of absence (such as sick leave) of any kind because of being incapacitated due to illness or injury that is **not due** to the traveler's own misconduct:

- The authorized reimbursement for meals and lodging may be continued during the leave period.
- Providing the traveler is able to travel, reimbursement is not to exceed in total the cost authorized for motor vehicle car mileage or common carrier in returning the traveler to the office or his/her residence, whichever is closer.

When a traveler takes a leave of absence of any kind as a result of illness or injury that is due to the traveler's own misconduct, the authorized reimbursement for meals, lodging, transportation and all other travel expenditures may not be continued during the leave period.

Section 7.2 – Request and approval of travel and reimbursement of expenses

General

An employee anticipating the need for business travel must obtain prior approval for the travel from the Executive Director. In submitting his or her request, the employee should state the date, time and place that the trip will start and end, the intermediate destinations for the itinerary and the purpose of the trip.

Criteria for selecting and approving travel

The Executive Director or his designee must use the following criteria to determine whether to authorize an employee to travel on official Bank business and to determine what travel alternative to authorize. She/he must be cognizant of the requirements of the Fair Labor Standards Act when determining travel alternatives.

- While the benefits of travel for marketing, client visits, meetings, conferences and education to the Bank are many, the Executive Director shall weigh the cost of travel against the anticipated benefits.

- Select the travel alternative that is most economical to the Bank considering all costs including travel, labor, etc.
- Select the travel alternative that is most advantageous to the Bank, utilizing the following criteria:
 1. To ensure the health and safety of the travelers.
 2. To comply with the Americans with Disabilities Act.
 3. Process and travel situations for meals with meetings.
 4. Use of privately owned vehicles.

The personal travel plans of the traveler shall not influence this criterion.

Whenever it is feasible for two or more employees to travel on official Bank business in one vehicle, they are to do so.

Travel advances and Travel and Expense Vouchers

To obtain a travel cash advance, the request must be submitted to the Executive Director on a Travel and Expense Voucher within five (5) working days prior to the date that the payment is required. No more than one travel advance for an employee will be outstanding at one time. An itemized and properly completed Travel and Expense Voucher, along with any refund of the travel advance, will be submitted to the Executive Director normally within two (2) weeks after return from the trip.

When a traveler defaults in accounting for or repaying an advance, the full unpaid amount shall become immediately due and payable. To protect the Bank from any losses on account of travel advances made, the Bank has the prior lien against and shall withhold any and all amounts payable or to become payable by the Bank to such traveler up to the amount of such travel advance and interest at a rate of ten percent per annum, until such time as repayment or justification has been made. The Bank has the right to recover any unused portion and not returned travel advance through payroll deduction.

The Travel and Expense Voucher is used to:

- Document the authorization and cost of travel within the state of Maine.
- Document the authorization and cost of out-of-state travel.
- Document the approval of travel related expenses for all travel.
- Document and detail the expenditure of travel cash advances including any refund due back to the Bank.

The traveler has the following responsibilities for completing the Travel and Expense Voucher and certifying travel expenses:

- Preparing the Travel and Expense Voucher, providing the level of detail requested on the form and in this Travel Policy.
- On the "Purpose of the Trip" line, briefly describe the purpose of the trip.
- Attach original receipts and documentation required by this policy, including travel authorization, Map Quest mileage, commercial carrier price comparisons, etc.

- Submit completed Travel and Expense Voucher to your immediate supervisor and the Executive Director, normally within two (2) weeks after the return from the trip, for their approval.

Internal Revenue Service regulations affecting travel expenses and advances

The Internal Revenue Service (IRS) has implemented tax rules affecting travel advances. The IRS requires travelers receiving travel advances to substantiate their travel expenses and return to their employer any unspent portions of the travel advance within a reasonable time period. If the traveler does not substantiate the travel expense or does not return any unspent portion of a travel advance within a reasonable time period, the traveler's employer is required to report the amount of the travel advance as income in Box 1 of Form W-2. This payment is subject to applicable payroll withholding taxes. Therefore, if a traveler fails to meet the criteria to file a Travel and Expense Voucher, as provided for in this policy, and has not returned any unspent travel advance, the Bank is required to consider the unsubstantiated travel expense and the unspent portion of the travel advance as income and deduct the applicable payroll withholding taxes from the traveler's next payroll.

Section 7.3 – Travel by commercial carrier

Bank employees whose travel includes a commercial carrier (railroads, airlines, ships, buses, and other means of conveyance) should be at the most economical and practical rate available. All purchases of commercial carrier travel must include quotes (telephone, internet or written) that have been requested from at least three qualified sources for the required itinerary. Written documentation of the quotes should include, at a minimum, name of the person obtaining quote, date and time of quote and travel agency from which the quote was obtained, if applicable. Receipts for purchases for all commercial carrier travel must be included with the Travel and Expense Voucher. Any refunds for unused tickets that the Bank has reimbursed the employee for must be promptly returned to the Bank.

Reimbursement shall be at the lowest applicable fare, not to exceed economy class or its equivalent. This reimbursement limitation may be exceeded, if necessary for the health and safety of the traveler and under the requirements of the Americans with Disabilities Act. Exceptions should be approved by the Executive Director and documented on the Travel and Expense Voucher.

The traveler must select the points of departure and arrival of the common carrier, here forth referred to as "airport", that is most economical to the Bank unless an alternative can be justified and is approved by the Executive Director. Use of the local airport is assumed to result in travel expenses that are most economical to the Bank. Travelers are expected to use their local airport when traveling by regularly scheduled air service, unless an alternative meets one of the criteria noted in Section 7.1. While travelers are expected to use an airport that is closest to their residence, the airports in Bangor, Augusta or Portland all comply with these criteria.

If a traveler decides to use an airport that is not local, the traveler must document all costs associated with using that airport and compare it to the costs of using a local airport to determine which airport is most economical. Additional costs may include, but not limited to, additional travel mileage, tolls, bus

fare, increased parking fees, overnight hotel stay and meals. If the traveler chooses another airport for reasons other than those specified in Section 7.1, the traveler must bear any costs in excess of the most economical costs.

If there is an authorized change in a traveler's itinerary while on travel status to conduct official Bank business, the traveler is to attach the receipt for the added cost to the Travel and Expense Voucher. If the traveler's original itinerary changes unexpectedly, when the Executive Director is unavailable to agree to the change, the traveler must justify the change at his/her earliest convenience in order to obtain authorization.

The Bank will not reimburse the employee for any additional airfare above the cost of directly traveling from Maine to the point of official business if there is any personal use coupled to the trip that includes additional airfare.

Section 7.4 – Mileage reimbursement

The Bank will reimburse its employees for the use of their personal motor vehicle on business travel at the rate established by the Internal Revenue Service for reimbursement per business mile. Reimbursement will be made only for the miles actually traveled on official business, provided that the most practical, direct route is used. For purposes of determining the allowable mileage reimbursement, "business mile" shall mean travel from the employee's official headquarters to his or her place or places of business and return. The term "business mile" does not include mileage between the employee's official residence and official headquarters except when the reimbursement for such mileage is justified by being less expensive to the Bank or necessary because of unusual circumstances.

The rules for determining reimbursable business mileage are as follows:

- a. If an employee leaves his or her official residence and travels to a work location other than his or her official headquarters, then the reimbursable mileage will be the less of:
 1. Mileage from the official residence to the work location, or
 2. Mileage from the official headquarters to the work location.
- b. Mileage between various work locations and between a work location and official headquarters is fully reimbursable.
- c. If an employee leaves a work locations and returns directly to his or her residence without returning to his or her official headquarters, then the reimbursable mileage will be the lesser of:
 1. Mileage from the work location to his or her official residence, or
 2. Mileage from the work location to his or her official headquarters.

To receive a mileage reimbursement, employees must indicate on their Travel and Expense Voucher the location where the travel started and ended, as well as any intermediate locations or destinations on the route traveled.

In the event of disputes, reimbursable mileage shall be determined by using Map Quest or other on line service.

Section 7.5 – Auto rental reimbursement

Restrictions and requirements on rental motor vehicle use:

- When the traveler is billed individually and seeks reimbursement for purchase of rental car services, the traveler should attach the original receipt for the costs and the Executive Director's authorization to the Travel and Expense Voucher, which should also include the date and purpose of the trip and original receipt/rental agreement.
- Transporting of unauthorized passengers in a rental vehicle is considered a personal decision. The Bank will not provide excess liability protection to any unauthorized passengers in the event of an accident.
- The Bank's policy for rental of motor vehicles does not authorize vehicles to be used for other than official Bank business. Therefore, when a traveler couples a personal vacation with official Bank business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.
- When the traveler is approved to procure a rental motor vehicle, the traveler should acquire all the available insurance relating to liability and physical damage but not additional health insurance which should be covered by the existing employee health plan.
- Prohibition of use of the rented motor vehicle for transportation to or from places of entertainment and other non-Bank business locations.

Section 7.6 – Parking and other miscellaneous transportation fee reimbursement

Employees who are traveling on official Bank business shall be reimbursed for expenditures for tolls, bridge tolls, parking fees and vehicle storage charges provided that they are reasonable. All such expenses shall be detailed on the traveler's Travel and Expense Voucher and include original receipts except for tolls paid by "Transpass" which does not generate a receipt.

Section 7.7 - Meal reimbursement

Meal reimbursement is contingent on a number of factors including travel status, length of day and attending a function that includes a meal in the cost. The Bank does not automatically reimburse an employee for a meal because the employee is away from the office or official residence during meal time except in instances outlined in this Section.

The Executive Director may approve reimbursement for the actual cost of a meal when the Bank requires the employee to attend a meeting, conference, convention or formal training session. The

actual cost of the meal, as evidenced by a receipt, is eligible for reimbursement as long as the meal is an integral part of the meeting.

There are two types of travel that could involve reimbursement for a meal including day travel, where the employee generally works their normal work day and returns to his/her official residence at the end of the day, and overnight travel that includes lodging. An employee would not normally be entitled to meal reimbursement for day travel unless their work day is extended at least two (2) hours beyond their normal work day (see below) or if an employee attends a meeting, conference, etc that includes a meal in the tuition or registration fee, in which case the employee would not be required to reimburse the Bank for the cost of the meal.

Travel status that includes overnight travel would be eligible for meal reimbursement, as detailed below.

Reimbursement for meal expenses is on a per diem basis not to exceed the amounts in effect for the destination that the employee is traveling to at the time of travel based on the GSA website <http://www.gsa.gov/portal/category/21287>.

When it becomes necessary to determine the amount to reimburse for individual meals (from the daily meals rate), use the "Meals & Incidental Expenses Breakdown (M&IE)" option under the "ADDITIONAL PER DIEM TOPICS" located at the bottom of the GSA per diem website to calculate the individual meal reimbursement. The breakdown of individual meals would be used to calculate individual meals if the conference/event provides some, but not all meals.

Meal allowances cover the following costs:

- The basic cost of a meal,
- Any incidental expense,
- Any applicable sales tax, and
- Any customary tip or gratuity.

Generally, travelers are to be reimbursed for meal expenses at the set per meal entitlement rates. However, the Executive Director may require the employees to provide receipts for meal reimbursement in excess of \$8.00. When receipts for meals are required, reimbursement will be based on an actual cost basis as evidenced by a receipt up to the applicable maximum per meal entitlement amount.

Meal payments are not required to be reduced or eliminated due to meals/snacks served on airlines, continental breakfasts or hors d'oeuvres which may be included in the lodging rate or registration fee of a meeting, conference, convention or formal training session. Where identifiable costs of meals are included in the lodging rate or registration fee of a meeting, conference, convention or formal training session, the meal costs, not to exceed the designated meal allowances detailed in CONUS, are to be deducted from the traveler's allowable travel reimbursement amount, unless the traveler does not take part in the meal provided.

A traveler may be reimbursed for meal costs when she/he is in travel status for two hours beyond the traveler's regularly scheduled working hours for any one day. The two hours may consist of hours occurring before, during or after, or a combination of before, during and after the traveler's regularly

scheduled working hours for the day. Also, a traveler may be reimbursed for meal costs when she/he is in travel status during the entire meal period.

Section 7.8 - Lodging (specific to MIMBB travelers but not MHHEFA)

The Bank may reimburse lodging expenses at actual costs, as evidenced by a receipt, up to the specific daily Maximum Allowable Lodging rate in effect at the time of travel for the specific area or locality, as detailed by CONUS, unless an exception is specifically provided by the Executive Director.

Travelers may be reimbursed taxes paid on lodging in addition to the Maximum Allowable Lodging Rate. Travelers requesting reimbursement for staying in commercial lodging facilities must obtain original receipts and a CONUS printout and attach them to their Travel and Expense Account Voucher.

In the following situations, the maximum allowable lodging amounts may not be adequate and the Executive Director may approve payment of lodging expenses not to exceed the applicable maximum per diem amounts by more than 10%, not including taxes:

- When costs in the area have escalated for a brief period of time either during special events or disasters.
- When lodging accommodations in the area are not available at or below the maximum lodging amount and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- When the traveler attends a meeting, conference, convention or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events. Further, it is anticipated that the maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention or training session is held.
- In order to comply with provisions of the Americans with Disabilities Act or when the health and safety of the traveler is at risk.

In the following situations, the Executive Director may approve payment of lodging expenses in excess of the applicable maximum per diem amount for the location:

- The traveler is required to attend a meeting, conference, convention or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and
- It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention or training sessions is held, and
- The lowest available advertised lodging rate at the lodging facility exceeds the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the Travel and Expense Account Voucher.

When any exception to the Maximum Allowable Lodging Amount is used, the traveler is to select the most economical room available under the circumstances.

Include the written approval for the exception, signed by the Executive Director, as part of the payment documentation. Also provide an explanation describing why an exception was necessary.

Reimbursable lodging expenses include the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes on that amount. Lodging costs in excess of the allowance and the associated taxes on the excess will be paid by the traveler, unless the Executive Director has approved an exception in advance.

50 miles rule

Reimbursement is allowed for lodging expenses when the employee is attending a multiple day meeting, conference, convention or training session that is located more than 50 miles (most direct route) from the closer of either the traveler's residence or the office.

Under one of the following conditions, reimbursement for lodging expenses is allowed when the multiple day meeting, conference, convention or training session that is located within 50 miles (most direct route) from the closer of either the traveler's residence or the office:

- An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for a back-to-back late night/early morning meeting, conference, convention or training session.
- When the health and safety of the travelers is of concern.
- When the traveler can demonstrate that staying overnight is more economical to the Bank.

Written approval by the Executive Director for the first and third conditions and costs analysis documentation for the third condition is to be attached to the travelers Travel and Expense Account Voucher.

Lodging expense incurred at a lodging facility within 50 miles of either the official residence or office is not usually reimbursed unless the Executive Director approves the expense in advance. Approval will be included with the Travel and Expense Voucher.

Reimbursement for lodging expenses is not to be authorized when an employee does not incur lodging expenses at a commercial lodging facility.

Lodging expenses for the normal return night may be reimbursed

The Bank may reimburse a traveler for lodging expenses for the normal return night to allow the traveler to remain overnight, away from the office or official residence, under one of the following four conditions:

- When the overnight stay is more economical to the Bank. Complete justification should be referenced or attached to the traveler's Travel and Expense Voucher.
- The health and safety of the traveler is considered advantageous to the Bank and can be used to justify an overnight stay. Complete justification should be referenced or attached to the traveler's Travel and Expense Voucher.

- Compliance with the American with Disabilities Act (ADA) is considered advantageous to the Bank and can be used to justify and overnight stay. The Travel and Expense Voucher should be annotated that the extra costs were incurred to comply with ADA.
- Airline delays that result in the employee having an overnight layover.

When the traveler does not return to his/her official residence or the office on the normal return night, the traveler is to promptly return the next day or as soon as possible thereafter.

Using a travel trailer or camper

When used for the employee's convenience, lodging reimbursement is limited to actual space rental costs, as evidenced by a receipt, not to exceed the daily maximum non-high cost location lodging rate. The employee is not to be reimbursed for the rental or lease cost of the travel trailer or camper.

Section 7.9 – Overnight child care reimbursement

When business responsibilities require an employee to be away from home overnight, reasonable reimbursement for actual costs of overnight child care may be considered a legitimate reimbursable expense, with the prior approval of the Executive Director. Reimbursements to immediate family members generally will not be allowed, unless child care is normally provided by the family member and that family member providing care is paid for as in any typical arms length child care service.

Section 7.10 – Entertainment expenses

There will be no reimbursement to an employee for any expenses related to the entertainment of business associates, except in highly unusual situations when, in the judgment of the Executive Director, such an expenditure would be beneficial to the Bank. In no case shall reimbursement of incurred entertainment expenses be allowed without prior approval of the Executive Director. Requests for approval must adequately describe the nature of the entertainment, anticipated date and place, names of persons to be entertained, their relationship to the Bank, business to be discussed, anticipated total cost and the reason why the entertainment is necessary. If approved, all expenses must be fully supported by itemized receipts and detailed on a Travel and Expense Voucher.

Section 7.11 – Telephone call reimbursement

Employees who are in travel status and are away from home overnight are entitled to one (1) twenty (20) minute call home each night that they are in travel status. While many employees have a cellular phone and use it to make all phone calls, they may opt to use the hotel telephone to make the call and itemize the charge on their Travel and Expense Voucher. If the employee would rather use their personal cell phone and seek reimbursement for the call, they will need to provide a copy of their itemized cell phone bill, which includes the charge(s) for the call(s), with their Travel and Expense Voucher.

Section 7.12 - Travel costs that are not eligible for reimbursement

Travelers shall not be reimbursed for the following types of travel expenses:

- Alcoholic beverages
- The cost of the daily commute between the traveler's residence and office (see section 7.4 of the personnel policy)
- Certain travel expenses are considered as personal and not essential to the transaction of official Bank business. Such non-reimbursable expenses include, but are not limited to:
 1. Valet services, defined as the hiring of a personal attendant who takes care of the individual's clothes or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled person, as defined in Section 7.1.
 2. Entertainment expenses, in-room movie rentals, radio or television rental and other items of similar nature.
 3. Taxi fares, motor vehicle rental and other transportation costs to or from places of entertainment and other non-business related locations. Also amusement tickets, golf fees, ski lift tickets, etc.
 4. Costs of personal trip insurance (such as personal accident insurance, personal effects insurance and extended liability insurance) and medical and hospital services.
 5. Personal telephone calls other than those allowable as provided for in section 7.11.
 6. Any tips or gratuities associated with personal expenses such as those listed here.
 7. Out of pocket charges for vehicle service calls (including road-side assistance), caused by the negligence of the traveler. Examples include service charges for the delivery of fuel, retrieval of keys from locked vehicles, jump starting vehicles when the lights have been left on, etc. Repairs on one's own vehicle are also prohibited.
 8. Other expenses including:
 - a) Babysitting or childcare, other than approved overnight as provided for in Section 7.9.
 - b) Briefcases or luggage.
 - c) Bail bond, court costs/fines, parking tickets or traffic fines.
 - d) Cosmetics, toiletries or personal items.
 - e) Subscriptions or publications.
 - f) Drugs (legal/illegal) or medications (prescription/over-the-counter).
 - g) Overtime parking fees other than as provided for in Section 7.6.
 - h) Shoe shines, dry cleaning or laundry services.
 - i) Fees to use on-site workout facility, pool, sauna, etc.

Internal Procedures for Monitoring travel, meals and entertainment: The annual budget includes individual line items for in state and out of state travel expenditures, which the Board of Commissioners review when they consider approving the budget. The actual expenditures are approved by the staff member making the request, his/her supervisor and by the Executive Director. The expenditure is included on the monthly Treasurer's Report to the Board of Commissions, which lists the budget for such expenditures and the actual expense and also includes a list of checks written for the month.

Internal Procedures for Monitoring all expenditures: The annual budget includes all anticipated expenditures, which the Board of Commissioners review when they consider approving the budget. Actual expenditures are approved by the staff of the Authorities, his/her supervisor and by the Executive Director. Actual expenditures are included on the monthly Treasurer's Reports to the Boards of Commissioners, including a budget to actual comparison by line item as well as a list of checks written for the month.

Ethics: The Personnel Policy for the Authorities includes an employee Code of Ethics and Conduct which includes reference to the Travel Policy. That Code includes the following "avoid any interest or activity which is in conflict with the conduct of official duties. Serve in a manner as to avoid inappropriate personal gain resulting from performance of official duties."