

ALBANY COUNTY PINE HILLS LAND AUTHORITY
POLICY FOR TRAVEL OF AUTHORITY MEMBERS

1. Generally. It is the policy of the Authority that uniform procedures will be followed for the authorization and expenditure of funds for travel associated with Authority's business.
 - (a) Expenses incurred by the Authority Members, to be reimbursed from the Authority's funds, must be approved in advance by the Authority Chairperson. The Chairperson will advise the Chief Executive Officer of all requests received.
 - (b) All requests for reimbursement for the Chairperson must be approved by the Members of the Authority.
 - (c) The Chairperson will inform the Chief Executive Officer or his/her designee of all Board Member pre-approved expenses.
 - (d) The Chief Executive Officer or his/her designee will assist the Board Member, if desired, with arrangements for travel and the accompanying reimbursement procedures.