MEETING OF THE TOWN OF ISLIP ECONOMIC DEVELOPMENT CORPORATION

January 14, 2014

Agenda

1. Call the meeting of the Town of Islip Economic Development Corporation to order.

2. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to approve the minutes from the Special Meeting of the Members of the Town of Islip Industrial Development Agency on October 28, 2013.

3. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt an Audit Committee in compliance with the Public Authority Accountability Act (“PAAA”) and to appoint Steven J. Flotteron, John C. Cochrane, Jr., and Ronald Devine to that committee.

4. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt a Code of Ethics in compliance with the Public Authority Accountability Act (“PAAA”) and to appoint the Board of Ethics of the Town of Islip as its Ethics Officer.

5. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt a Finance Committee in compliance with the Public Authority Accountability Act (“PAAA”) and to appoint Trish Bergin Weichbrodt, Anthony S. Senft, Jr. and Eric Hofmeister to that committee.

6. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt a Governance Committee in compliance with the Public Authority Accountability Act (“PAAA”) and to appoint Thomas D. Croci, Trish Bergin Weichbrodt and John C. Cochrane, Jr. to that committee.

7. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt an Investment Policy which shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the Corporation.

8. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt a Procurement Policy which will apply to the procurement for goods and services not subject to the competitive bidding requirements set forth in General Municipal Law Section 103 and which goods and services are paid for and used by the Corporation.

9. To consider a Resolution on behalf of the Town of Islip Economic Development Corporation to adopt the Travel Authorization and Mileage Reimbursement guidelines as
stated in the Town of Islip Administrative Procedures Manual, Section 303, as recommended by the New York State Authorities Budget Office.

9. To consider any other business that may come before the Corporation.
MEETING OF THE TOWN OF ISLIP
ECONOMIC DEVELOPMENT CORPORATION
October 28, 2013
Meeting Minutes

1. Chairman Hofmeister called the meeting of the Town of Islip Economic Development Corporation to order.

2. To consider the adoption of a Resolution on behalf of the Town of Islip Economic Development Corporation to approve the minutes from the Special Meeting of the Members of the Town of Islip Economic Development Corporation on July 16, 2013. On a motion of Councilman Anthony Senft and seconded by Councilman John Cochrane, said Resolution was approved unanimously.

3. To consider an amendment to the 2013 budget. On a motion by Councilman John Cochrane and seconded by Councilman Anthony Senft, said Resolution was approved unanimously.

4. To consider the adoption of the 2014 EDC budget. On a motion by Councilman John Cochrane and seconded by Councilman Anthony Senft, said budget was approved unanimously.

5. The October 28, 2013 meeting of the Economic Development Corporation was adjourned on a motion by Councilman Anthony Senft and seconded by Councilman John Cochrane.
January 14, 2014

Whereas, the Public Authority Accountability Act, (the Act) Section 18, requires all public authorities within the State of New York to establish an Audit Committee, and

Whereas, the Town of Islip Economic Development Corporation has been identified as an “Authority” subject to the Act, and

Now therefore on a motion by , seconded by , be it

Resolved, that the Corporation has created an Audit Committee of the Town of Islip Economic Development Corporation in compliance with Section 18 of the Act, and appoints the following individuals to that committee:

Steven J. Flotteron

John C. Cochrane, Jr.

Ronald Devine

Upon a vote being taken, the result was:
Whereas, the Public Authority Accountability Act, (the Act) Section 18, requires all public authorities within the State of New York to adopt a Code of Ethics, and

Whereas, the Town of Islip Economic Development Corporation has been identified as an “Authority” subject to the Act, and

Whereas, the Act requires that the Corporation appoint an “Ethics Officer” to counsel board members, directors and employees about ethical behavior, receive and investigate complaints about ethical behavior, and perform additional duties involving the implementation of the Code of Ethics.

Now, therefore on a motion by , seconded by , be it

Resolved, that the Corporation adopts the Code of Ethics of the Town of Islip Economic Development Corporation, as attached to this resolution, in compliance with Section 18 of the Act, and be it further

Resolved, that the Corporation appoints the Board of Ethics of the Town of Islip as its Ethics Officer, to fulfill the legal requirements of the Act.

Upon a vote being taken, the result was:
CODE OF ETHICS

The Town of Islip Economic Development Corporation ("EDC" or "the Corporation"), in compliance with the Public Authority Accountability Act of 2005, has adopted the following Code of Ethics applicable to each Corporation Board Member, the Executive Director and employees. These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the Corporation’s directors and employees and to preserve public confidence in the Corporation’s mission.

Responsibility of Board Members, Directors and Employees

1. Board members, directors and employees shall perform their duties with transparency, without favor and refrain from engaging in outside matters of financial or personal interest, including other employment that could impair independence of judgment, or prevent the proper exercise of one's official duties.

2. Board members, directors and employees shall not directly or indirectly, make, advise, or assist any person to make any financial investment based upon information available through the director's or employee's official position that could create any conflict between their public duties and interests and their private interests.

3. Board members, directors and employees shall not accept or receive any gift or gratuities where the circumstances would permit the inference that: (a) the gift is intended to influence the individual in the performance of official business or (b) the gift constitutes a tip, reward, or sign of appreciation for any official act by the individual. This prohibition extends to any form of financial payments, services, loans, travel reimbursement, entertainment, hospitality, thing or promise from any entity doing business with or before the Corporation. Any gifts or gratuities received by a board member, director or employee shall be reported to the Ethics Officer within forty eight hours of the receipt thereof.

4. Board members, directors and employees shall not use or attempt to use their official position with the Corporation to secure unwarranted privileges for themselves, members of their family or others, including employment with the Corporation or contracts for materials or services with the Corporation.

5. Board members, directors and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be
affected by the position of or relationship with any other party, or that they are acting in violation of their public trust.

6. Board members, directors and employees may not engage in any official transaction with an outside entity in which they have a direct or indirect financial interest that may reasonably conflict with the proper discharge of their official duties.

7. Board members, directors and employees shall manage all matters within the scope of the Corporation’s mission independent of any other affiliations or employment. Directors, including ex officio board members, and employees employed by more than one government shall strive to fulfill their professional responsibility to the Corporation without bias and shall support the Corporation’s mission to the fullest.

8. Board members, directors and employees shall not use Corporation property, including equipment, telephones, vehicles, computers, or other resources, or disclose information acquired in the course of their official duties in a manner inconsistent with State or local law or policy and the Corporation’s mission and goals.

9. Board members, directors and employees are prohibited from appearing or practicing before the Corporation for two (2) years following employment with the Agency, consistent with the provisions of the New York State Public Officers Law.

**Implementation of Code of Ethics**

This Code of Ethics shall be provided to all board members, directors and employees upon commencement of employment or appointment and shall be reviewed annually by the Governance Committee. The board may designate an Ethics Officer, who shall report to the board and shall have the following duties:

- Counsel in confidence Corporation board members, directors and employees who seek advice about ethical behavior.

- Receive and investigate complaints about possible ethics violations.

- Dismiss complaints found to be without substance.

- Prepare an investigative report of their findings for action by the Executive Director or the board.

- Record the receipt of gifts or gratuities of any kind received by a director or employee.
Penalties

In addition to any penalty contained in any other provision of law, any Corporation board member, director or employee who knowingly and intentionally violates any of the provisions of this code may be removed in the manner provided for in law, rules or regulations.

Reporting Unethical Behavior

Board members, directors and employees are required to report possible unethical behavior by a board member, director or employee of the Corporation to the Ethics Officer. Board members, directors and employees may file ethics complaints anonymously and are protected from retaliation by the policies adopted by the Corporation.
Whereas, the Public Authority Accountability Act, (the Act) Section 18, requires all public authorities within the State of New York to establish a Finance Committee, and

Whereas, the Town of Islip Economic Development Corporation has been identified as an “Authority” subject to the Act, and

Now therefore on a motion by , seconded by , be it

Resolved, that the Corporation has created a Finance Committee of the Town of Islip Economic Development Corporation in compliance with Section 18 of the Act, and appoints the following individuals to that committee:

Trish Bergin Weichbrodt

Anthony S. Senft, Jr.

Eric Hofmeister

Upon a vote being taken, the result was:
Whereas, the Public Authority Accountability Act, (the Act) Section 18, requires all public authorities within the State of New York to establish a Governance Committee, and

Whereas, the Town of Islip Economic Development Corporation has been identified as an “Authority” subject to the Act, and

Now therefore on a motion by ____________, seconded by ____________, be it

Resolved, that the Corporation has created a Governance Committee of the Town of Islip Economic Development Corporation in compliance with Section 18 of the Act, and appoints the following individuals to that committee:

Thomas D. Croci

Trish Bergin Weichbrodt

John C. Cochrane, Jr.

Upon a vote being taken, the result was:
January 14, 2014

Whereas, the Public Authority Accountability Act, (the Act) Section 18, requires all public authorities within the State of New York to adopt an Investment Policy, and

Whereas, the Town of Islip Economic Development Corporation has been identified as an “Authority” subject to the Act.

Now, therefore on a motion by

seconded by, 

be it

Resolved, that the Corporation adopts a policy entitled Investment Policy of the Town of Islip Economic Development Corporation, as attached to this resolution, in compliance with Section 18 of the Act.

Upon a vote being taken, the result was:
INVESTMENT POLICY
Town of Islip Economic Development Corporation

This Investment Policy of the Town of Islip Economic Development Corporation (the "Corporation") shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the Corporation. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy. This Investment Policy is intended to comply with the General Municipal Law, the Public Authorities Law, and any other applicable Federal, State and Local Laws.

DELEGATION OF AUTHORITY

The responsibility for conducting investment transactions involving the Corporation resides with the Chief Financial Officer of the Corporation under the direction and oversight of the Chairman of the Corporation. Only the Chief Financial Officer and those authorized by resolution or the Corporation's By-laws may invest public funds.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit of funds or acting in a fiduciary capacity for the Corporation, shall require the outside person to notify the Corporation in writing, within thirty (30) days of receipt of all communication from its auditor of the outside person or any regulatory authority, of the existence of material weakness in the internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the Corporation by the outside person.

The records of investment transactions made by or on behalf of the Corporation are public records and are the property of the Corporation whether in the custody of the Corporation or in the custody of a fiduciary or other third party.

The Chief Financial Officer of the Corporation under the direction and oversight of the Chairman shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the Corporation responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statements and related reports on internal control structure of all outside persons performing any of the following for the Corporation:

(i) investing public funds of the Corporation;
(ii) advising on the investment of public funds of the Corporation;
(iii) directing the deposit or investment of public funds of the Corporation; or
(iv) acting in a fiduciary capacity for the Corporation.

A bank, savings and loan association or credit union providing only depository services shall not be required to provide an audited financial statement and related report on its internal control structure.
OBJECTIVES

The primary objectives, in order of priority, of all investment activities involving the financial assets of the Corporation shall be the following:

Safety: Safety and preservation of principal in the overall portfolio is the foremost investment objective;

Liquidity: Maintaining the necessary liquidity to match expected liabilities and expenses is the second investment objective;

Return: Obtaining a reasonable return is a third investment objective.

OPERATIVE POLICY

The Corporation shall conduct its investment activities involving all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the Corporation in a manner that complies with the General Municipal Law and the Public Authorities Law of New York State.

Prior to making an investment of any operating funds, bond proceeds and other funds of the Corporation, other than those associated with a bank, savings and loan association or credit union involving a depository relationship only, the Corporation shall obtain at least three (3) bids and award the contract to the most responsible bidder whose bid most closely meets the objectives of this Investment Policy.

The Chief Financial Officer, the Chairman and all officers and employees of the Corporation involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Nothing contained within this Policy however, shall prohibit the Chief Financial Officer, the Chairman, or any other officer or member of the Board, or employee of the Corporation from obtaining interests in mutual funds which may include within its investment portfolio, bonds, debentures, notes or other evidence of indebtedness of the Corporation; provided however, that the Corporation’s bonds, debentures, notes or other evidence of indebtedness may not make up more than ten percent (10%) of the mutual fund’s total portfolio and the Chief Financial Officer, the Chairman, other officers or Board Members, or employees may not exercise any discretion with respect to the investments made by the mutual fund company.

The Chief Financial Officer shall submit to the Board an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with budgetary expectations, if any.

This Investment Policy shall be reviewed and approved annually.

Adopted by the EDC Board of Directors on ____________.
Whereas, the Public Authority Accountability Act, (the Act) Section 18, requires all public authorities within the State of New York to adopt a Procurement Policy, and

Whereas, the Town of Islip Economic Development Corporation has been identified as an “Authority” subject to the Act, and

Now therefore on a motion by , seconded by , be it

Resolved, that the Corporation adopts a policy entitled Procurement Policy of the Town of Islip Economic Development Corporation, as attached to this resolution, in compliance with Section 18 of the Act.

Upon a vote being taken, the result was:
PROCUREMENT POLICY
Town of Islip Economic Development Corporation

ARTICLE I.  Scope and Purpose

Pursuant to Section 2824 of the Public Authorities Law, the Town of Islip Economic Development Corporation (the Corporation) is required to establish and adopt a procurement policy which will apply to the procurement for goods and services not subject to the competitive bidding requirements set forth in General Municipal Law section 103 and which goods and services are paid for and used by the Corporation. The primary objectives of this Procurement Policy (the “Policy”) are to assure the prudent and economical use of public monies in the best interests of the taxpayers in the Town of Islip, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, impropriety, extravagance, fraud and corruption.

ARTICLE II.  Procurement Procedure

1. Procurement Subject to Competitive Bidding. In order to determine if the procurement of goods or services is subject to competitive bidding, the Chairman or an authorized designee shall:

   a. Make an initial determination as to whether the expenditure will be (i) more than $35,000 for the performance of a public works contract (services, labor or construction) or (ii) more than $20,000 for any purchase contract (commodities, materials, supplies or equipment).

   b. Review the purchase request against prior year’s expenditures and shall make a good faith effort to determine whether it is known or can reasonably be expected that the aggregate purchases of a similar nature will exceed the dollar amounts set forth in paragraph (a) of this Section. If so, the procurement will be subject to competitive bidding.

2. Determination. If the procurement is not subject to competitive bidding, as determined in section (1) above, then prior to commencing any procurement of goods and services, the Chairman or an authorized designee shall prepare a written statement setting forth a determination that (a) competitive bidding is not required for such procurement, and, if applicable, (b) such procurement is not subject to the requirements of this Policy. Such written statements shall be maintained in a specially designated file at the Corporation offices and shall also be filed with the purchase order or contract of the goods or services.


   a. $0.01 - $500 May be purchase at the discretion of the Chairman or the authorized designee.

   b. $501 - $3,000 Upon Corporation approval may be purchased from the vendor
providing the lowest quote after receiving and documenting at least three (3) verbal quotes.

c. $3,000 - $19,999 Upon Corporation approval may be purchased from the vendor providing the lowest quote after receiving at least three (3) written, faxed, or e-mailed quotes.

4. PROCEDURES FOR THE PURCHASE OF PUBLIC WORKS OR SERVICES UNDER $35,000.

a. $0.01 - $1,000 May be purchased at the discretion of the Chairman or the authorized designee.

b. $1,001 - $5,000 Upon Corporation approval may be purchased after receiving and documenting at least three (3) verbal quotes.

c. $5,001 - $34,999 Upon Corporation approval may be purchased from the vendor providing the lowest quote after receiving at least three (3) written, faxed, or e-mailed quotes.

5. QUOTES.

b. Verbal Quote. The documentation of a verbal quote shall include, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative, if any, delivery or service date.

c. Written Quote. The Vendor should provide, at a minimum, the date, description of item or details of service, price quoted, name of vendor, contact information, delivery or service date.

d. Award of Contract. Contracts shall be awarded to the lowest responsible vendor whose goods and/or services meet the specifications.

6. CIRCUMSTANCES JUSTIFYING AN AWARD TO OTHER THAN LOWEST QUOTE.

a. Delivery or service requirements.

b. Specification requirements.

c. Quality.

d. Past vendor performance.

e. Unavailability of three (3) or more vendors who are able to provide a quote.

f. It is in the best interests of the Corporation to consider only one vendor who has previous expertise with respect to the particular procurement.

When an award is made to a vendor who did not provide the lowest quote, the reason why it is in the best interests of the Agency must be set forth and justified in writing, by the Chairman or an authorized designee, and maintained in a specially designated file at the Corporation Offices and shall also be filed with the purchase order or contract of the goods or services.
ARTICLE III.  EXCEPTIONS FROM BIDDING.

1. **Emergency.** An emergency exists if the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality or of the citizens. With approval of the Chairman, such emergency shall not be subject to competitive bidding or the procedures stated herein. The Chairman shall obtain a verbal quote, at a minimum, which shall be documented and shall also include a description of the facts giving rise to the emergency and that it meets the criteria set forth herein. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

2. **Professional Services.** This category includes services which require special education and/or training, license to practice or are creative in nature. Examples include: lawyers, doctors, accountants, engineers, artists, etc. The Corporation may seek Requests for Proposals for such services. In its selection, the Corporation should consider cost, experience, expertise, reputation, staffing, location and suitability for the needs of the Corporation. The Chairman shall prepare, in writing, the basis for the selection and the description of the professional service. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

3. **Sole Sources.** In this situation, there is only one possible source from which to procure goods and/or services and it is shown that the item needed has unique benefits compared to other goods and/or services available in the marketplace; no other item provides substantially equivalent or similar benefits; and considering the benefits the cost is reasonable. The Corporation should adopt a resolution describing the goods and/or services and waiving the bidding requirements prior to procurement and should provide evidence that, as a matter of fact, there is no competition available. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

4. **True Lease.** The Chairman shall obtain written quotes and shall prepare a cost benefit analysis of leasing versus purchasing. Said documentation may also include the opinions of Counsel regarding the exception from bidding.

5. **Insurance.** The Chairman shall, at a minimum, obtain several verbal quotes, as defined herein. An analysis regarding why a particular selection was made should be prepared and documented. Said documentation may also include the opinions of Counsel regarding the exception from bidding.
ARTICLE IV.  MISCELLANEOUS.

1. The Corporation shall annually review this Policy.

2. The unintentional failure to comply with the provisions of this Policy and the applicable law shall not be grounds to void action taken or give rise to a cause of action against the Corporation or any director, officer, member or employee thereof.

This Policy was duly adopted by the EDC Board of Directors on ____________.
January 14, 2014

WHEREAS, the Town of Islip Economic Development Corporation (the Corporation) is duly established under Title 1 of Article 18-A of the General Municipal Law of the State of New York, as amended, and Chapter 47 of the Laws of 974 of the State of New York, as amended; and

WHEREAS, the purpose of the Corporation is to promote and encourage economic development within the Town of Islip; and

WHEREAS, periodically, it is necessary that the Corporation participates in various conferences, conventions and educational schooling and/or requests mileage reimbursement for the use of personal vehicles; and

WHEREAS, Travel Authorization and Mileage Reimbursement guidelines have been adopted in the Town of Islip’s Administrative Procedures Manual, Section 303; and

WHEREAS, as a recommended Governance Practice by the Authorities Budget Office, the Corporation wishes to adopt and adhere to the same guidelines as outlined in the Town of Islip’s Administrative Procedures Manual, Section 303; and

NOW THEREFORE, on motion of
seconded by,  , be it

RESOLVED, that the Chairman, or his designee, has authorized the Corporation to adopt and abide by the Travel Authorization and Mileage Reimbursement guidelines as outlined in the Town of Islip’s Administrative Procedures Manual, Section 303, subject to approval of the Agreement by the Town Attorney as to form.

UPON a vote being taken the result was:
SUBJECT: MILEAGE ALLOWANCE AND TRAVEL AUTHORIZATION

1. PURPOSE. To record the policy of the Town of Islip regarding:

A. Mileage allowance for the use of personal vehicles, and

B. Travel authorization to attend conventions, conferences, etc.

1. MILEAGE ALLOWANCE. Effective July 17, 1980, mileage will be reimbursed in accordance with the rate established by the IRS. Reimbursement shall be granted only when the mileage is incurred in the conduct of official Town business in the normal discharge of duty, and after authorization for the use of a private vehicle has been granted by the Department Head.

2. MILEAGE ALLOWANCE CLAIMS. The following claim forms must be completed before reimbursement for mileage incurred in a personal vehicle may be made:

   a. Claim Voucher, Comptroller’s Form No. 1. Claim Voucher, copy of which is attached to this section, shall be submitted through the normal chain of command to the Department Head at the end of each month, and should include mileage for that one month only. Claims must be submitted within 60 days of date of travel. Toll charges incurred may also be added to the Claim Voucher, provided receipts are attached. Signature of the Department Head in the Department Approval section of the Claim Voucher will indicate official approval of the claim.

   b. Statement of Automobile Travel. This statement, copy of which is attached, shall be completed by the driver and attached to the Claim. A separate line shall be used for each trip. All items, date, travel from and to (citing specific street address); time out and in; reason; odometer readings (beginning and end), miles traveled; rate and amount claimed, shall be entered. The form will then be initialed by the employee’s immediate Supervisor, who will verify the trips as listed.

After approval of the claim by the Department Head, the Claim Voucher and Statement of Automobile Travel shall be forwarded to the Town Comptroller for audit and payment.

NOTE: The mileage allowance is payable only for those trips for which expenses were actually incurred. If an employee is riding free as a passenger, or is being reimbursed from another source, a claim for the travel should not be submitted.

3. COMPUTATION OF MILEAGE.

   a. Employees shall not receive mileage allowance when reporting to their normal place of duty whether it be for a regular shift or for overtime. Reimbursement shall be made for mileage incurred when traveling from their normal place of duty to field assignments.

   b. Employees who are instructed to report directly to field assignments, without first reporting to their normal places of duty, shall receive mileage allowance if for the excess of what would have been incurred had they reported to their normal place of duty. Any other mileage incurred during the day shall be based upon actual authorized mileage traveled.
1. CONFERENCES, CONVENTIONS, SCHOOLS. Employees may be selected to attend a convention, conference, or a school if such attendance will contribute to the betterment of the municipal government. Authorization to attend must be approved by the Supervisor's Office, prior to such attendance. Requests for approval shall be submitted in writing by the Department Head to the Town Supervisor.

If brochures, announcements, or other literature pertaining to conferences, conventions, etc., are available, this material shall be attached to the request. Requests shall be made at least thirty (30) days in advance of the dates for which authorization is requested. When advance reservations are necessary, the request shall be submitted well in advance. Several names may be included on one request, but costs must include all the participants listed on the request.

When the request for travel authorization and attendance has been approved notification will be sent to the requestor. The approved request shall be retained by the employee until such time as a claim voucher is to be forwarded for reimbursement of actual expenses incurred. The original approved request shall be attached to the Claim Voucher, which shall be signed in the Department Approval section by the Department Head and submitted to the Comptroller for audit and payment.

a. PARTICIPANT'S REPORT. Within ten (10) days after attendance at a conference, convention, school, etc. the participant may be required to submit a brief report to the Department Head. The report shall include the major accomplishments of the event, the ways in which the employee and the Department have benefitted form attendance and recommendations for future participation.

b. REIMBURSEMENT FOR TRAVEL EXPENSES: The following criteria shall be applied to evaluate all claim vouchers submitted for reimbursement of expenses during travel:

(1) TRANSPORTATION: Expenses for transportation (air, rail) shall be accepted published rates from the point of origin to the point of destination, for coach or economy classes of transportation. Round trip fares shall be the priority rates to be reimbursed,

(2) ACCOMMODATIONS: Reimbursement for accommodations shall conform to the rates published in conference or travel literature for a single room. In all other cases, rates must be approved by the Comptroller prior to confirmation of reservations.

(3) MEALS: Meal expenses will be reimbursed on a per diem rate equal to $50.00 per day. Meal expenses for overnight trips will be reimbursed at the rate of $50.00 per day for each night based on the number of nights stayed (i.e., a 3-day 2-night trip would be reimbursed a maximum of $100.00). Meal expenses for trips that are not overnight are not reimbursable without the approval of the appropriate Department Head. However, an employee on a one-day business trip shall, upon advance consultation and agreement with the applicable Department Head, be eligible for ONE meal if his/her WORK schedule (unless otherwise dictated by labor contracts) requires ten or more consecutive hours of work and travel. Expansible limits for individual meals are as follow:
(a) Breakfast- $10.00  
(b) Lunch- $15.00  
(c) Dinner- $25.00

Reimbursement for meals without a receipt will be one half of the prevailing rate.

2. **TAX EXEMPTION:** All expenditures for hotel occupancy by Town employees are tax exempt. When an employee's travel has been approved by the Supervisor, the Comptroller will send him/her a State of New York Tax Exemption Certificate which he/she shall complete and submit to the hotel when he/she registers. No reimbursement shall be made for hotel occupancy tax expenditures.

3. **NON-TRAVEL MEAL ALLOWANCE:** When performance of duties requires continuous time on the job thereby preventing the use of personal time for meal consumption, Elected Officials, the Deputy Supervisor, Commissioners, Department Heads, and those authorized in writing by Elected Officials, the Deputy Supervisor or Department Heads are permitted reimbursement at prevailing rates.

4. **REQUEST FOR TRAVEL BY AUTOMOBILE:** When an employee is selected to attend an out-of-state conference, convention or seminar, and he/she prefers to travel by automobile rather than by common carrier, he/she shall submit a written request to his/her Department Head, stating the reasons therefor. If the Department Head approves the request, he/she shall forward it to the Supervisor for final approval. If final approval is granted, such approval shall be sent to the Town Comptroller.

A Town vehicle, if available, shall be furnished to the employee. An employee may use his/her personal vehicle only when a Town Vehicle is not available. In such case, the Comptroller shall limit reimbursement of travel expenditures to no more than those that would have been incurred by use of common carrier transportation.