



TRAVEL POLICY

The Executive Director reviews and authorizes all travel regarding Agency business. Officers of the Agency may conduct travel to support the mission of the Agency.

Allowable Expenses

1. Agency officers are authorized to procure travel as needed to conduct Agency business.
2. Conference registrations, trainings, meetings, awards at recognition ceremonies and associated refreshments and lodging.
3. When advancing the mission of the Agency, allowable expenses include meals and refreshments, catering services, facility rental, transportation, lodging, and entertainment.

****For any allowable expense, an officer of the Agency may be reimbursed if their private funds were utilized.****

1. Privately owned vehicle mileage will be at the rate allowed by the IRS.