

Budget

Travel budget will be established by the first meeting of the calendar year. If the travel budget needs to be reviewed during the calendar year for any reason, the Governance Committee will review the travel budget and bring any revisions to the board for a vote, if deemed necessary.

Regular mileage

Executive Director and/or Treasurer

Mileage will be submitted to the ~~Erie County Department of Planning~~ and will follow the Erie County Employee mileage policy.

Special Travel

Conference or event travel will be approved by the Governance Committee before travelling. The following will be presented and initialed and dated upon approval:

Attendees

Itinerary

Erie County Travel Expense Report with projected expenses provided

Whenever possible, the ECLB credit card will be used to reserve and pay for travel expenses such as airfare, hotels, event registrations, ground transportation (e.g. Uber or Lyft between the airport and hotel). Receipts (original, copy, or digital) will be provided to the ECLB treasurer upon return for reconciliation with the ECLB Credit Card statement.

Reimbursement

~~Anything not paid for directly with the ECLB credit card will be submitted to the Erie County Department of Planning via their Travel Expense Report for reimbursement (e.g. mileage, tolls, meals), if the attendee is an Erie County Employee.~~

~~If the attendee is an approved board member and not an Erie County Employee, an Erie County Travel Expense Report (or similar) will be filled out and submitted to the ECLB for reimbursement.~~ of any additional allowed or approved expenses.