

**TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY  
TRAVEL POLICY - AGENCY MEMBERS**

It is the policy of the Agency that uniform procedures will be followed for the authorization and expenditure of funds for travel associated with Agency's business.

- Expenses incurred by the Agency Board Members, to be reimbursed from the Agency's funds, must be approved in advance by the Board Chairman. The Chairman will advise the Executive Director of all requests received.
- All requests for reimbursement for the Chairman must be approved by the members of the Agency.
- The Chairman will inform the Executive Director or his/her designee of all Board Member pre-approved expenses.
- The Executive Director or his/her designee will assist the Board Member, if desired, with arrangements for travel and the accompanying reimbursement procedures.