

GLEN COVE COMMUNITY DEVELOPMENT AGENCY

9 Glen Street, City Hall

Glen Cove, New York 11542

**Minutes of Meeting
January 27, 2009**

RESOLUTION NO. 13

**RESOLUTION OF THE GLEN COVE COMMUNITY DEVELOPMENT AGENCY
ADOPTING TRAVEL AND MEAL ALLOWANCE POLICY**

BE IT RESOLVED THAT THE AGENCY HEREBY SETS ITS TRAVEL REIMBURSEMENT RATES AS FOLLOWS:

1. MEALS

DAY TRIPS

<u>Breakfast</u>		<u>Lunch</u>		<u>Dinner</u>	
<i>With</i>	<i>Without</i>	<i>With</i>	<i>Without</i>	<i>With</i>	<i>Without</i>
<u>Receipt</u>	<u>Receipt</u>	<u>Receipt</u>	<u>Receipt</u>	<u>Receipt</u>	<u>Receipt</u>
\$7.00	\$5.00	\$15.00	\$10.00	\$25.00	\$15.00

EXTENDED/OVERNIGHTS

Per diem - \$47.00

2. TRAVEL

Personal car mileage - IRS travel deduction rate
Rental Car, Taxi, Airline and other public transportation - Actual,
evidenced by receipt

BE IT FURTHER RESOLVED, THAT ALL LOCAL TRAVEL EXPENSES MUST BE PRE APPROVED BY THE EXECUTIVE DIRECTOR AND ALL OVERNIGHT/OUT OF TOWN TRAVEL BE APPROVED BY THE CHAIRMAN