

**CORTLAND COUNTY INDUSTRIAL DEVELOPMENT AGENCY
TRAVEL POLICY
APPROVED DECEMBER 2015**

The Cortland County Industrial Development Agency has no travel budget and no travel expenditures will be approved for members or employees.

Reimbursement of travel expenses to members and employees for attendance at training sessions mandated by the State of New York will be provided by the Cortland County Business Development Corporation in accordance with the policies and procedures contained within the Cortland County Business Development Corporation's Travel Policy.

Reimbursement of travel expenses for participation by members and employees at economic development seminars, workshops or other activities directly related to the mission of the Agency shall be provided by the Cortland County Business Development Corporation in accordance with the policies and procedures contained within the Cortland County Business Development Corporation's Travel Policy.