

ESD TRAVEL EXPENSE REIMBURSEMENT POLICY

CDFI Assistance Program funds may be used to reimburse for travel expenses not to exceed \$1500¹ when the following criteria are met.

Source of funds

- A. Funds must be allocated to Institutional Capacity.

Purpose of Travel

- A. Attend state and/or national conferences/seminars that are predominantly about small business lending. If other topics are covered, the amount of the conference cost that is reimbursed may be prorated at the sole discretion of ESD; or
- B. Meet with partner CDFIs or other entities name other entities to facilitate small business lending; or
- C. Meet with small business borrowers

Process

- A. Grantees will seek reimbursement for travel according to Exhibit F of the CDFI Assistance Program GDA for expenses incurred and allowable per the table below
- B. **Supporting documentation, as outlined in the GDA, must be provided for each travel expense incurred**

REIMBURSEMENT FOR APPROVED TRAVEL MAY NOT EXCEED THE FOLLOWING LEVELS:

Personal Car Mileage	Internal Revenue Service standard mileage allowance rate in effect when the expense is incurred*; actual for trips, site visits, meetings, and to/from airport.
Personal Car – Overtime	Actual - \$50.00 limit when working overtime(including mileage rate, tolls, parking)
Car Rental (compact category)	Actual, not to include Collision Damage Waiver insurance
Airline (coach category) & other Public Transportation	Actual
Taxi Fares	Actual - \$50.00 limit when working overtime
Hotel	Actual up to OGS Per Diem rate **
Per Diem	Actual up to OGS Per Diem rate**

*See <http://www.osc.state.ny.us/agencies/travel/travel.htm> for a schedule of standard mileage reimbursement allowance rates.

See <http://www.gsa.gov/portal/content/104877> for hotel and per diem reimbursement allowance rates. **CDFI Assistance Program grant funds cannot be used to reimburse for the cost of alcohol.

¹ An additional \$500 is allowed to cover the cost of food for activities and/or events sponsored by the grantee