



POLICY

SUBJECT: Employee Travel in the Interest of the Cooperative

POLICY: Employees may be required to travel and/or attend meetings, training sessions, seminars, schools, or other related activity at the request of the Cooperative. Such travel shall be at the Cooperative's expense.

PROCEDURE:

Any employee considering travel must receive prior approval of the General Manager. Upon approval, the employee shall make reservations and arrangements for major expenses where possible, such as (but not limited to) airfare and/or hotel accommodations, directly through the Cooperative's office staff. All expenditures shall be made in a manner consistent with the Cooperative's policy on Procurement, Receiving, and Disbursements. Except as outlined below, employees shall be reimbursed by the Cooperative for direct and reasonable expenses that were incurred by the employee during their travel (e.g. meals, transportation, business expenses, etc.). To receive reimbursement, the employee shall complete and submit for approval, the Cooperative's Expense Account Form (with required receipts attached). Complete and accurate expense accounts are to be submitted by the employee within 2 weeks from returning from the trip.

Employees may be eligible for "per diem" reimbursement for meals under certain conditions approved by the General Manager. The amount of per diem shall be determined by the General Manager and Finance Manager based on IRS guidelines. The per diem shall be adjusted pro rata for partial day travel and meals provided-for at the destination.

With prior approval of the General Manager, employees may utilize the Cooperative's credit card for travel expenses in a manner consistent with the Cooperative's policy on Procurement, Receiving, and Disbursements.

All vehicle use for travel in the interest of the Cooperative, including use of Cooperative owned vehicles and personal vehicles, shall comply with the Cooperative's policy on Vehicle Use for Cooperative Business.

Subject to the limitations set forth in the Cooperative's policy on Vehicle Use for Cooperative Business and its policy on Procurement, Receiving, and Disbursement, guests such as an employee's spouse or child may accompany the employee on travel in the interest of the Cooperative, but all expenses incurred for the guest will be the responsibility of the employee.



Completed Expense Account Forms shall be reviewed and approved by the Finance Manager and General Manager.

No cash advances shall be provided by the Cooperative to the employee unless approved by the General Manager.

RESPONSIBILITY: General Manager and Finance Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Sept 27, 1983
Reviewed by Board of Directors	Oct 24, 1989
Renumbered – was No. 19a	Apr 25, 1990
Reviewed by Board of Directors	Jun 27, 1995
Revised by Board of Directors	Apr 6, 2004
Revised by the Board of Directors	Feb 25, 2014
Reviewed by the Board of Directors	Dec 22, 2015
Reviewed by the Board of Directors	Mar 28, 2017