

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
TRAVEL AND EXPENSE REIMBURSEMENT POLICY

All employees seeking to be reimbursed for travel and expenses must comply with the following procedures:

1. The CEO must give prior approval of all expenditures.
2. All travel and expense requests should be submitted in writing at least two (2) weeks in advance, unless in excess of \$250.00 and then such requests must be submitted six (6) weeks in advance.
3. All requests for reimbursements must be submitted in writing and within 90 days, absent prior written approval from the CEO.
4. The mileage reimbursement rate shall be the standard rate set by the IRS.
5. All necessary receipts must accompany any requested reimbursement.

Adopted 6/27/2023