



ERIE COUNTY WATER AUTHORITY INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: April 10, 2025

SUBJECT: Amendment to Policy No. 8 Travel & Training

To ensure that policies with similar objectives work in harmony, I am recommending a small amendment to Policy No. 8 Travel & Training. Section 1.2 of Policy No. 8 addresses the topic of out-of-town travel; however, it does not provide a definition for this term. In Section 7 (f) of Policy No. 95 Use of Vehicles for Work, it states the following, “The employee must receive prior approval from the Authority to use a 24-Hour Access Vehicle beyond one hundred miles (100) of the County of Erie line for either business or personal use.”

In order to foster consistency among policies, I propose that Policy No. 8 be modified to clarify the definition of out-of-town travel by adding the subsequent wording to Section 1.2:

1.2 Overnight or Out of Town Travel. When attendance requires overnight travel and/or out of town travel, approval of the Board of Commissioners is required prior to attending such training seminars or conferences. *Out of town travel is defined as beyond one hundred miles (100) of the County of Erie line.*

An amended draft of Policy No. 8 has been included in the April 17, 2025 Governance and Board Meeting packets for your review and approval to amend.

Thank you.

TDM:alh

**ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Board Meeting Documents**

Document Name: _____ **Project No.:** _____

Description: _____

Item Description:

Choose one:

Other: _____

Action Requested:

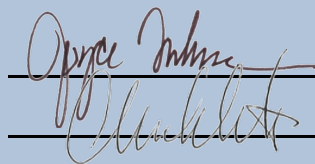
Choose one:

Other: _____

Approvals Required:

APPROVED AS TO CONTENT:

Chief Financial Officer



Date: 04/10/2025

Chief Operating Officer



Date: 04/10/2025

Claims Rep. – Risk Manager

Date: _____

Comptroller

Date: _____

Director of Administration

Date: _____

Director of Distribution

Date: _____

Director of Human Resources

Date: _____

Director of IT

Date: _____

Director of Production

Date: _____

Director of Water Quality

Date: _____

Executive Engineer

Date: _____

General Counsel (Legal)



Date: 4/10/2025

Other: _____

Date: _____

APPROVED FOR BOARD RESOLUTION:

Secretary to the Authority



Date: 4/10/25

Remarks: _____

Resolution Date: _____ **Item No:** _____

**ERIE COUNTY WATER AUTHORITY
HR Policies/Procedures**

**Re: TRAVEL & TRAINING
POLICY & PROCEDURES**

Policy No. 8

Application: All Employees

**Amended: 09/12/2006
02/20/2014
02/07/2019
10/20/2022¹
09/20/2023
04/17/2025**

PURPOSE

To provide for reimbursement of employee expenses incurred on Authority business.

POLICY

It is the policy of the Authority to reimburse its employees for all necessary and legitimate expenses actually incurred when traveling on authorized Authority business and properly documented on an Expense Report.

PROCEDURE

Section 1 Required Travel and Training Approvals.

1.1 Local Training During Normal Business Hours. With the approval of the Department and Division Head, an employee may attend training seminars or conferences conducted locally during normal business hours.

1.2 Overnight or Out of Town Travel. When attendance requires overnight travel and/or out of town travel, approval of the Board of Commissioners is required prior to attending such training seminars or conferences. Out of town travel is defined as beyond one hundred miles (100) of the County of Erie line.

¹ The Travel & Training Policy & Procedures replaces H.R. Policy No. 8.0 (Travel and Training Expenses).

Section 2 Expenses.

2.1 Reimbursable Expenses. The Authority will reimburse its employees for all necessary, legitimate, and reasonable expenses actually incurred when traveling on authorized Authority business and properly documented on an Expense Report. Examples of necessary and legitimate expenses are as follows:

- ◆ Transportation
- ◆ Lodging
- ◆ Meals
- ◆ Registration fees
- ◆ Technical publications
- ◆ Educational materials of a professional nature

2.2 Non-reimbursable Expenses. Examples of expenses that are *not* reimbursable are as follows:

- ◆ Expenses incurred by a spouse or companion
- ◆ Clothing or toiletries lost or forgotten
- ◆ Dry cleaning or laundry service
- ◆ Non-professional reading material

The list of expenses in Section 2.1 and Section 2.2 are provided only as examples and are not intended to be exhaustive.

2.3 Denial of Expenses. A Division or Department Head and the Secretary of the Authority may disapprove any expenses deemed excessive or unreasonable.

Section 3 Use of Authority Credit Cards.

3.1 In a case where an employee is given permission to use the Authority credit card, the card is to be used for Authority business only. Under no circumstances is it to be used for personal items.

3.2 The Authority credit card is not to be used for automobile expenses when a personal vehicle is used on Authority business. In such cases, expenses will be reimbursed as outlined in Section 4.

Section 4 Vehicle Expenses.

4.1 Personal Vehicles.

- (a) Parking, fees, and tolls will be reimbursed by the Authority upon presentation of receipts. All other expenses will be reimbursed using the standard mileage rate established by the Internal Revenue Service.

- (b) The Authority's blanket insurance policy does cover the employee's vehicle for liability when the employee is traveling on Authority business. If the employee has coverage through a personal policy, the Authority's policy covers the difference between coverage of the personal policy and actual expenses.
- (c) Commuting costs will *not* be reimbursed by the Authority. Commuting costs are those that would normally be incurred from the employee's home to his or her assigned job site and return.

4.2 Authority Vehicles.

- (a) Employees using Authority vehicles are encouraged to obtain gasoline and other petroleum products from the Service Center as these represent the least cost to the Authority.
- (b) In circumstances where return to the Service Center is not practical, gasoline credit cards belonging to the Authority should be used.
- (c) In lieu of the above options, cash or personal credit cards can be used, and expenses will be reimbursed upon submission of an Expense Report.

Section 5 Direct Billing of Expenses.

5.1 When possible, the Authority will arrange to have air fares, car rentals, and hotel accommodations billed directly to the Authority. This provides for the recognition of the tax-exempt status of the Authority and should be used whenever possible.

- (a) If lodging in New York State, the employee will need to provide the hotel with a tax-exempt form. This form can be obtained from the Human Resources Department.
- (b) When direct billing is used, the employee should request a copy of the bill when service is rendered and attach it to the Expense Report.

Section 6 Submission of Expense Report.

6.1 Expense Report Documentation. All expenses, submitted for reimbursement, must be fully documented on an Expense Report indicating date(s) of travel, purpose of travel and location/destination and accompanied by vendor and/or credit card receipts as follows:

- (a) *Airfare.* An actual air ticket;

- (b) *Car rental.* A copy of the contract including final costs;
- (c) *Ground Transportation.* Vendor receipt;
- (d) *Lodging.* Vendor invoice;
- (e) *Meals.* A vendor receipt or credit card receipt;
- (f) *Gratuities.* Gratuities must be shown on vendor or credit card receipts;
- (g) *Local travel in Authority-Owned-Vehicles.* Expense Reports must include only a general description of the purpose of the travel (e.g., daily travel between the Sturgeon Point and Van De Water Treatment Plants);
- (h) *Toll and parking receipts* must be attached and include dates.

6.2 Timely Expense Report Submission. Expense Reports must be filed within 60 days of the date the expense was incurred.

6.3 Late Expense Report Submission. Expense Reports submitted after 60 days from the date the expense was incurred are treated as wages under IRS rules and will be included in the employee's paycheck and taxed accordingly.

Section 7 Approval of Expense Report.

7.1 Expense Reports Submitted by An Employee. All Expense Reports submitted by an employee must be signed by the employee and approved by the Department Head, the Division Head, or Secretary to the Authority.

7.2 Expenses Submitted by a Department Head. All Expense Reports submitted by a Department Head must be approved by the Division Head or Secretary to the Authority.

7.3 Expenses Reports Submitted by the Division Head. All Expense Reports submitted by the Division Head must be approved by either the Chairman or the Treasurer of the Authority.

7.4 Expense Reports Submitted by a Member of the Authority. All Expense Reports submitted by a member of the Authority must be approved by either the Treasurer or Chairman of the Authority. The Chairman and the Treasurer may not approve their own Expense Report.