

SUBJECT: TRAVEL

1.0 SCOPE

This policy establishes guidelines for business travel arrangements and travel expense reimbursements.

2.0 IMPLEMENTATION

This policy shall be adhered to by the staff of all Authority Business Units and Departments. Recommendations for changes to this policy or a new corporate policy shall be processed in accordance with CP 1-1 "Corporate Policy Program Administration".

3.0 MANAGEMENT CONTROLS

3.1 General

- 3.1.1 Employees must use Power Business Travel, (the Corporate Travel Desk or CTD), for air, hotel and car rental arrangements in order to be reimbursed for business travel expenses.
- 3.1.2 The CTD will make the most cost effective arrangements that meet the traveler's needs. Exceptions or changes to CTD recommended arrangements must be approved by the traveler's Business Unit/Department Head.
- 3.1.3 Travel associated invoices must be submitted with expense statements for reimbursement, except in emergency travel situations.
- 3.1.4 In the event that emergency travel arrangements are made by the traveler, written explanation of the circumstances, along with approval by the Business Unit or Department Head, must be provided with the expense statement in lieu of an invoice from the CTD to ensure reimbursement.
- 3.1.5 Every effort will be made to meet employee travel needs while taking advantage of NYS contracted or "economy/advance purchase" airfares, "government" or "corporate/seminar" lodging rates and "negotiated" or "discount" rates for vehicle rental.

- 3.1.6 Tax exempt forms should always be used to prevent state and local taxes from being added to hotel or car rental bills whenever employees are traveling in New York State, since New York taxes will not be reimbursed on employee expense statements.
- 3.1.7 Power Business Travel will make the most cost effective arrangements for out-of-office meetings, seminars and training sessions, and must be used to book the rooms and facilities required for these types of events.
- 3.1.8 Power Business Travel will optimize cost savings and minimize trip times by scheduling/assigning the company plane and arranging charter flights as appropriate. (See sections 3.8 and 3.9)
- 3.1.9 Whenever possible, employees should use fleet vehicles, which will be maintained at all sites, to secure ground transportation for business purposes; however, employees are expected to use alternate means, including personal vehicles, if fleet vehicles are not available.
- 3.1.10 Expenses incurred for meals while traveling will be reimbursed according to the Corporate Accounting Policy (CAP) 1.5, Reimbursement of Employee Meal Costs.
- 3.1.11 Any exceptions to this policy must be approved by the Director of Corporate Support Services. In the case of exceptions for Business Unit Heads, Trustees or the President, approval of the Executive Vice President Corporate Services and Administration, will be required.

3.2 Responsibilities

- 3.2.1 The Business Unit or Department Head who is empowered to approve the Employee Expense Statement ensures that staff complies with the provisions of this policy.
- 3.2.2 Travel coordinators at Power Business Travel and the sites inform the traveler and document on the itinerary/invoice all the exceptions to this policy requested by the traveler.
- 3.2.3 Employees are responsible for compliance with this Corporate Policy and also for verification that all travel arrangements are correct.

3.2.4 The Director of Corporate Support Services implements this policy and determines appropriate revisions.

3.3 Travel Arrangements

3.3.1 Employees must book all business travel through the CTD. An Authority Travel Coordinator will book the most cost effective and time efficient travel for the employee's trip.

3.3.2 If an employee requests a different itinerary than provided by the CTD, then the CTD will issue a copy of the employee's proposed itinerary, with the CTD-suggested itinerary, indicating the fares and difference in prices. The employee's proposed itinerary will be stamped "Exception Itinerary Authorization", and, in order to take preference over the CTD-suggested itinerary, must be approved by the employee's Business Unit/Department Head or their designee and be returned to the CTD before tickets can be issued. Any such action will include specific reasons why the approval has been granted.

3.3.3 Employees should make travel requests as far in advance as possible, so that the Travel Coordinator may obtain the lowest airfares and hotel rates. The travel request should include preferred time and departure airport, location and dates of meetings/accommodations, etc.

3.3.4 Every effort will be made to secure alternatives that meet both the employee's preferences and this policy. The Travel Coordinator will notify the employee if preferred routings, departure times, or hotel accommodations are not available or if preferred airlines or airports or hotel accommodations are not the most reasonable and lowest-cost alternatives. New York State Office of General Services (OGS) negotiated fares will always take precedence over whatever airline or routing that the passenger prefers.

3.3.5 The Authority allows employees to participate in and keep the benefits of "frequent flyer" and other mileage/usage related programs. However, required business travel will not be arranged to meet any particular program requirements, unless program pricing is equal to or less than competing alternatives.

3.3.6 If the employee is traveling on Power Authority business outside the U.S., the employee may need a valid passport. If the employee needs to acquire or renew his U.S. Passport to conduct Authority

business, then the Authority will reimburse the employee for that expense.

- 3.3.7 Anyone attending an out-of-State seminar or conference must submit a copy of the agenda with his/her travel request.
- 3.3.8 After attending a conference, an employee shall submit a post-conference report to his/her supervisor on what seminars or classes were attended and how it benefited him/her as well as NYPA.

3.4 Reimbursement

- 3.4.1 Business air or train travel will be charged by the CTD to a centralized Citibank VISA account that will be reconciled by Accounting. Air and/or train travel for NYPA business will not be expensed by the individual traveler.
- 3.4.2 Travel expenses, other than air or train tickets, are reimbursed through the Employee Expense Statement (hard copy or electronic, whichever applies). The employee submitting an expense statement is responsible for its accuracy and completeness. Additionally, the signature or electronic approval of the employee's supervisor, manager, director (or higher) indicates that the expense statement is complete, meets documentation and receipt requirements, includes only reasonable business expenses and is in compliance with this policy.
- 3.4.3 Travel invoices issued by the CTD in response to an employee's requested trip arrangements must be attached to an employee's expense statement to ensure reimbursement of approved business expenses.
- 3.4.4 Employees will not be reimbursed for any travel expenses not in compliance with this policy.

3.5 Air Transportation

- 3.5.1 The Travel Coordinator will seek to provide economical airfares which could include a one-stop flight or a connecting flight with a layover of two hours or less. Employees should be ready to accept alternative reservations established within a two hour "window" of their requested departure times in order to achieve fare savings.

- 3.5.2 All business travel of less than 2500 one-way air miles will be booked in “coach”. If a business traveler has one way flight time exceeding 7 hours to their destination, the traveler can depart a day earlier so that he/she can be rested for the next day’s activity. If a business traveler has one way flights that exceed 2500 air miles, business class may be booked instead of coach upon the approval of the Executive Vice President Corporate Services and Administration.
- 3.5.3 If a New York State Office of General Services (OGS) negotiated fare is available for a traveler’s proposed trip, then that fare will be used as long as it fits the requirements of provision 3.5.1. If an “incentive” or “special” fare is also available for the same city-pair, then that roundtrip fare may be used if the savings is more than \$200 over the OGS roundtrip fare.
- 3.5.4 "Special fares" frequently provide substantial fare savings, but may carry up to a 100% charge for changes or cancellations. These fares can be very economical, but they have scheduling drawbacks, and should be used with caution. If these fares are booked and a change or cancellation is required due to legitimate business circumstances, the Authority will absorb the expense and charge the employee’s cost center.
- 3.5.5 Employees may use a transportation differential of up to \$200.00 to choose between trips originating from the New York City airports, i.e., LaGuardia, JFK and Newark, and from Westchester County Airport or Newburgh/Stewart Airport. For example, if a trip originating from Newburgh/Stewart costs over \$200.00 more than the same trip from Newark, then the employee's trip will be booked from Newark unless an exception itinerary for Newburgh/Stewart is approved by the individual who signs off on the employee's expense statement or the employee agrees to pay the amount in excess of \$200.00
- 3.5.6 Ground transportation to/from airports should be as reasonable as possible, given employee's individual travel situations. The CTD will assist employees in choosing among the airport transit options most suitable for them. Car service is expensive and should be viewed as a last resort to get to the airport. The use of the employee's personal car will be reimbursable in accordance with the Authority’s “Business Mileage Rate for Transportation” which conforms to the IRS guidelines.

3.6 Hotel Reservations

- 3.6.1 The Travel Coordinator at the CTD will always attempt to secure the lowest available rates for hotel accommodations, whether at "government", "corporate/seminar", "negotiated discount" or other special rates. The federal reimbursement rate for that location, as referenced in the U.S. General Services Administration's Domestic Per Diem Rates, will be used as a guideline.
- 3.6.2 It is the policy of the CTD to book overnight stays in hotels that provide a "government rate", unless no such suitable accommodation is available. The Travel Coordinator will indicate a choice of median-rated hotel accommodations within reasonable proximity to the employee's meeting/business location, in order to provide the most economical rates available for the employee. For conferences, reservations will be made in the hotel where the conference is being held, provided that those accommodations are in accordance with this policy. If an employee prefers to stay at a hotel with no government rate, when, in fact, a government rate is available at a nearby hotel, the reimbursement will cover only the amount of the declined government rate.
- 3.6.3 Unless otherwise requested, hotel accommodations for late arrivals will be automatically guaranteed to the employee's credit card.
- 3.6.4 When canceling a hotel reservation, the Travel Coordinator will give the employee a cancellation code which should be retained in the employee's files. If cancellations are called in directly to the hotel, then the caller should notify the CTD of the cancellation number, the name of the individual who accepted the cancellation, and the date and time of the cancellation. Please note that this information is necessary if the hotel mistakenly charges the employee a "no-show" expense (usually the cost of one night's lodging).

3.7 Car Rentals

- 3.7.1 The Travel Coordinator will secure car reservations using the Authority's contract vendors.
- 3.7.2 The Travel Coordinators will always request the lowest (most fuel-efficient) car class size suitable for the business purposes. When fewer than three employees are traveling together, an intermediate-sized car or smaller will be booked unless there are compelling business related reasons that call for a larger vehicle.

- 3.7.3 The car rental contract provides Loss Damage Waiver (LDW) coverage for Authority drivers in the continental U.S. at no charge. This coverage should be indicated, but not charged, on the rental agreement. Outside the U.S., employees should accept and pay for LDW coverage, for which the Authority will reimburse them.
- 3.7.4 Liability Insurance Supplement (LIS) and Personal Accident Insurance (PAI)/Personal Effects Coverage (PEC) will be offered by most car rental agencies. PAI allows renters to elect accidental death and blanket medical coverage for themselves and their passengers, while PEC provides insurance for loss of or damage to a customer's personal effects during the rental period. **Since the Authority is self-insured, all additional insurance should be DECLINED for business travel. These extra insurances, e.g., LIS, PAI, PEC and LDW (within the U.S.) will NOT be reimbursed by the Authority.**
- 3.7.5 The completed car rental agreement with the receipt for payment must be attached to the employee's expense statement submitted for reimbursement.
- 3.7.6 All rental vehicle accidents must be immediately reported to the Authority's Insurance Department using appropriate forms, with a copy to the CTD.
- 3.7.7 Employees should attempt to minimize rental costs. Cars picked up at one location should be returned to the same location whenever possible to avoid incurring mileage and drop-off charges. To avoid contract vendor fill-up charges, employees should return cars with a full tank of gas.
- 3.7.8 Transportation to/from airports to the office/hotel by van or bus service is encouraged. Many hotels/conferences offer a complimentary transport service. The CTD can often provide advance information on such services, and assist in arranging for their use.

3.8 Corporate Airplane

- 3.8.1 The Travel Services Administrator (or designee) will reserve the corporate airplane on a first-come, first-serve basis for personnel on Authority related business.

- 3.8.2 Each flight on the corporate airplane which is booked for staff must include a group of three or more travelers. Such flights should be the cost-effective choice when compared to commercial flights plus hotel lodging and car rentals, where applicable. If it is not cost-effective to book the corporate airplane, the CTD's airplane scheduler will recommend other travel alternatives.
- 3.8.3 A request by the Chairman or President for use of the corporate airplane has priority over other passenger trips.
- 3.8.4 A three-month version of the plane schedule, updated after each change or addition, is available on the Authority's intranet for viewing by those with password access. Access is limited to those interfacing with the airplane schedulers. Those viewers act as liaisons to those in their department/division/site who want to use the corporate airplane.

To gain access to the intranet-version of the plane schedule, a written request should be made to the Travel Services Administrator. The basis for the request should be indicated, e.g. that he/she is replacing someone who has access or showing that the group he/she represents is a frequent user of the corporate airplane. In turn, the CTD's airplane scheduler will forward the approved request to the Authority's Information Technology staff who maintains the access to the intranet's plane schedule.

- 3.8.5 Consultants or contractors, performing Authority related work, may utilize the corporate airplane provided that this trip results in no additional cost to the Authority. Non-NYPA travelers will be required to sign a written waiver of any claim or liability against NYPA arising out of such use.

Federal, State or Local Government officials may, under special circumstances, utilize the corporate airplane for government purposes.

- 3.8.6 The cost of the corporate airplane is not charged back to the employees' budgets but is budgeted as a corporate resource for all business units of the Authority.
- 3.8.7 If the corporate airplane is unexpectedly unable to fly a scheduled trip, then other means of travel will be arranged for those booked. If the other means of travel, due to special conditions, is a charter plane, then the cost of the charter will in most cases be charged back to the appropriate departmental budget(s).

3.9 Charters

- 3.9.1 The CTD is responsible for arranging aircraft charters. If the Authority's corporate airplane is unable to do a trip for the business group and commercial flights are not available or cost justified, then charter prices may be sought from those vendors with contracts with the Authority to provide charter aircraft. The aircraft most closely meeting the needs of the business group and with the most cost effective pricing will be booked to satisfy extreme travel circumstances.
- 3.9.2 The request for a charter aircraft must be approved by the Executive Vice President Corporate Services and Administration before committing to the charter provider.
- 3.9.3 To finalize the transaction, the business group must provide the appropriate Authority responsibility code and the cost element to the CTD, so that the cost can be charged back to the departmental budget.
- 3.9.4 The charter trip will be scheduled as an additional trip on the corporate plane schedule, viewable on the Authority's intranet, so that the Authority's pilots and other users are aware of it. In this way, available seats might be filled with other travelers.
- 3.9.5 If there is a concern over the possibility of an emergency need for the corporate airplane, the charter plane may be kept reserved until 24 hours before the trip and then released. If the corporate airplane becomes available by the close of business on the day before the scheduled trip, it should be the preferred aircraft, replacing the charter.
- 3.9.6 Charters usually have cancellation penalty clauses that are substantial. Any arrangements must include the business group representative's agreement to pay the cancellation fees which may be imposed.

3.10 Meetings/Seminars/Training Sessions

- 3.10.1 NYPA events such as meetings, seminars, and training sessions that are held out of the office must be booked through the Travel Coordinators who will make every effort to meet reasonable requirements for those occasions. Employees should send written requirements to the CTD. To ensure contact for changes, additions,

or emergencies, the location and phone number of a designated group representative should be provided. Plans for group business luncheons or dinners for 50 people or less, may be made by the appointed person from within the Business Unit or department sponsoring the event. The cost of all such luncheons or dinners must be kept within the limits of the reimbursement policy covering Off Premises Meals.

3.10.2 When the cost and details of the conference room(s), refreshments, and other amenities from the hotel, restaurant or conference center have been agreed upon, the designated business group representative should sign the contract from the vendor. After the event, the requestor is responsible for reviewing, entering budget codes and sending the subsequent bill for services in a timely manner to Accounts Payable for issuance of the payment.

3.10.3 Outside meeting arrangements generally include cancellation clauses. Please note that any arrangement must include the requesting business group representative's agreement to pay any cancellation fees involved.

3.10.4 Individual departments and/or Business Units (BU) are expected to use good business sense when making such arrangements. In the circumstance where Travel Desk personnel were not consulted, then the person signing off on the expenses will be held accountable.

3.11 Cancellation/Revisions

3.11.1 The Travel Coordinator should be immediately advised of any cancellations – air, hotel, car, etc. Failure to do so could result in penalties on airfares and no-show charges for hotels and cars. Please note that any Authority incurred avoidable charges will be billed to the business group's appropriate responsibility code/cost element if not properly cancelled.

3.11.2. Subject to emergency situations, any revisions to an employee's itinerary must be made by the CTD. Charges for emergency measures must be supported by appropriate documentation from vendors or other authorities.

4.0 REFERENCES

- 4.1** CP 1-1 – Corporate Policy Program Administration
- 4.2** CAP 1.5 – Reimbursement of Employee Meal Costs
- 4.3** Corporate Flight Operations Manual



5.0 ATTACHMENTS

- 5.1 Power Business Travel Invoice
- 5.2 NYS Sales Tax Exemption Certificate
- 5.3 NYS Hotel Tax Exemption Certificate

A handwritten signature in black ink, appearing to read "Michael J. Casey".

President and Chief Executive Officer



NYPAPowerBusiness
TRAVEL



SALES PERSON: 95 ITINERARY/INVOICE NO. 0008112 DATE: 29 OCT 04
CUSTOMER NBR: 0000171000 HMTZ02 PAGE: 01

TO: NY POWER AUTHORITY
123 MAIN ST 6280
WHITE PLAINS NY 10601
ATTN

FOR: REF:

02 NOV 04 - TUESDAY

AIR US AIRWAYS FLT:4079 COACH CLASS
OPERATED BY US AIRWAYS EXPRESS-PIEDMONT AIRLINES
LV NEW YORK LGA 600P EQP: DASH 8 TPROP
DEPART: USAIRWAYS LA GUARDIA TERM 01HR 49MIN
AR BUFFALO 749P NON-STOP
REF: CFTYNP

SEAT- 7D US-1439360

CAR BUFFALO BUDGET RENT A CAR INTER CAR AUTO A/C

PICK UP-1949

RETURN-03NOV/1915

RATE PLAN	1 DAYS	0 HRS	USD	MI/KM	EX MI/KM
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DAILY RATE	42.50	UNL			
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XTRA DAY-	42.50	UNL			
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XTRA HOUR-	14.18	UNL			
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MANDATORY CHARGES	5.53				
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APPROX RENTAL COST	48.03	UML			
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CONFIRMATION NUMBER	05103994US1	RATE-GUARANTEED			
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CD-X909000	ID-HA6810				
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HOTEL BUFFALO OUT-03NOV

HOLIDAY INN 1 NIGHT

HOLIDAY INN NIAGARA FALLS 1 ROOM

231 THIRD ST RATE-89.00USD PER NIGHT

NIAGARA FALLS NY 14303 CANCEL BY 06P DAY OF ARRIVAL

PHONE 716-202-2211

FAX 716-202-2748

GUARANTEED LATE ARRIVAL

CONFIRMATION 65551388

03 NOV 04 - WEDNESDAY

AIR US AIRWAYS FLT:13998 COACH CLASS
OPERATED BY US AIRWAYS EXPRESS-PIEDMONT AIRLINES
LV BUFFALO 715P EQP: DASH 8 TPROP
AR NEW YORK LGA 900P 01HR 45MIN
ARRIVE: USAIRWAYS LA GUARDIA TERM NON-STOP
REF: CFTYNP

SEAT- 6C US-1439360

CONTINUED ON PAGE 2

ITINERARY



Attachment 5.1 Continued

NYPA Power Business
TRAVEL



SALES PERSON: 95 ITINERARY/INVOICE NO. 0008112
CUSTOMER NBR: 0000171800 HMTZOZ

DATE: 29 OCT 04
PAGE: 02

TO: NY POWER AUTHORITY
123 MAIN ST 628D
WHITE PLAINS NY 10601
ATTN :

FOR: REF: 12165

AIR TICKET US1100908793
ELEC TKT

BILLED TO VISA

331.20*

SUB TOTAL
NET CC BILLING

331.20
331.20*

TOTAL AMOUNT DUE

0.00

TO CHANGE OR CANCEL RESERVATIONS
PLEASE CALL POWER BUSINESS TRAVEL AT 914-287-3191
DURING 8A-5P MON-FRI EXCEPT HOLIDAYS
IF ITS AN EMERGENCY HIT ZERO POUND
FOR AFTER HOURS *EMERGENCY ONLY* CALL 800-390-6474
PLEASE BE SURE TO BRING POSITIVE PHOTO IDENTIFICATION
IF YOU DO **NOT** USE ANY PART OF YOUR ETKT YOU MUST
NOTIFY THE TRAVEL DESK TO PROCESS A REFUND
FOR THE UNUSED PORTIONS OF YOUR TICKET
YOUR RECORD LOCATOR FOR THIS RESERVATION IS *CFTYNP



For use only by Representatives or Employees of Departments or Agencies of the State of New York

**TO: NEW YORK STATE
SALES TAX BUREAU**

**#131850882
EXEMPTION CERTIFICATE
TAXES IMPOSED PURSUANT TO
ARTICLES 28 AND 29 OF THE TAX LAW**

NAME OF PERSON OR FIRM FURNISHING SERVICES _____ DATE _____ 20____

ADDRESS _____

This is to certify that I, the undersigned, am a representative or employee of the New York State Department or Agency indicated below; that the charges for the transaction on the date set forth below have been or will be paid for by such department or agency; and that such charges are incurred in the performance of my official duties as such representative or employee.

NATURE OF TRANSACTIONS _____

DATES OF TRANSACTIONS _____

SIGNATURE OF REPRESENTATIVE OR EMPLOYEE

NEW YORK STATE DEPT.
OR AGENCY NEW YORK POWER AUTHORITY

TITLE

NOTE: A separate exemption certificate is required for each transaction and from each person claiming exemption

TAX EXEMPT ID# 131850882



New York State Department of Taxation and Finance

Exemption Certificate

Tax on occupancy of hotel rooms

ST-129
(10/00)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel, motel, lodging house, etc.		Dates of occupancy From: / / To: / /	
Number and street	City, village, or post office	State	ZIP code
<p><i>This is to certify that I, the undersigned, am a representative of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy at the above establishment on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as a representative or employee of that governmental entity.</i></p>			
Governmental entity (federal, state, or local) New York Power Authority		Agency, department, or division	
Employee name (print or type)	Employee title	Employee signature	Date / /

Instructions for the government representative or employee

If you are on official New York State or federal government business and staying in a hotel or motel:

1. Complete all information requested in the box above.
2. Sign and date this exemption certificate in the box above.
3. Show the operator of the hotel or motel your appropriate and satisfactory identification.
4. Give this completed Form ST-129 to the operator of the establishment.

You may pay your hotel bill with cash, with a personal check or personal credit card, with a government voucher, or with a government credit card.

Please note:

- If, while on official business, you stay at more than one location, you must complete an exemption certificate for each establishment.
- If you are in a group traveling on official business and staying in this particular hotel, each person must complete a separate exemption certificate and give it to the hotel operator.

Caution: Willfully issuing a false or fraudulent certificate with the intent to evade tax is a misdemeanor under section 1817(m) of the Tax Law and section 210.45 of the Penal Law, punishable by a fine of up to \$10,000.

Instructions for the operator of the hotel or motel

Keep this completed Form ST-129, *Exemption Certificate*, as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your establishment. You must keep this exemption certificate for at least three years after the later of: 1) the due date of the last sales tax return to which this exemption certificate applies; or 2) the date when you filed the return.

This exemption certificate is valid if the government employee is paying with:

- Cash.
- A personal check or personal credit card.
- A government voucher.
- A government credit card.

Do not accept this certificate unless the representative or employee presenting it shows appropriate and satisfactory identification.