

NIAGARA POWER COALITION, INC.
TRAVEL POLICY

Although it is not anticipated that members of the Board of Directors, officers or employees of the Niagara Power Coalition, Inc. (the “Corporation”) will be required to travel on behalf of the Corporation, other than to attend meetings and events within Niagara County and surrounding counties, the Corporation desires to have in place a policy to govern the reimbursement of appropriate expenses for travel.

Reimbursable Travel Expenses

Only members of the Board of Directors, officers and employees of the Corporation shall be entitled to reimbursement of travel expenses incurred in the course of business on behalf of the Corporation, and not for individual entities that are members of the Corporation. Such reimbursement shall only be permitted where travel is authorized in advance of its occurrence by the Chief Executive Officer of the Corporation and such travel is:

- a. necessary for the conduct of Corporation business;
- b. outside the Counties of Niagara, Erie and Orleans;
- c. not reimbursable by any other entity (including member entities of the Corporation);
and
- d. reasonable as to amount.

Automobile mileage shall be reimbursed at the Internal Revenue Service rate in effect at the time of travel. Reimbursement for airfare shall be limited to the cost of coach class or the actual cost, whichever is less. Detailed receipts for all out-of-pocket expenses, such as meals and tolls, shall be furnished.

Procedures

Requests for authorization for travel on behalf of the Corporation shall be submitted in writing (which may include fax or electronic mail) to the Chief Executive Officer of the Corporation who shall respond in writing. Where the Chief Executive Officer is requesting authorization, such request shall be made to the Chairman of the Board of Directors of the Corporation.

Requests for reimbursement shall be submitted to the Treasurer, who shall review the information submitted in support of the request, carry out any necessary follow-up (including requests for incomplete information), and, assuming all necessary information has been submitted, issue a check to the requesting individual.

Review

This Policy shall be reviewed periodically, as deemed necessary by the Board of Directors of the Corporation.