

RESOLUTION NO. 15 OF 2012

The Greater Syracuse Property Development Corporation met in Regular Session at 333 West Washington Street, Syracuse, New York, on September 11, 2012, at 12:30 P.M.

The meeting was called to order. Upon the roll being duly called, the following members were:

PRESENT: Mary Beth Primo, Daniel Barnaba, James Corbett, Vito Sciscoli, and Dwight L. Hicks.

ABSENT:

The following Resolution was offered and duly seconded, to wit:

RESOLUTION TO ADOPT A TRAVEL POLICY

WHEREAS, Public Authorities Law § 2824(1)(e) requires the Board of the Greater Syracuse Property Development Corporation to establish a Travel Policy for reimbursement to Board members, officers, and employees for authorized and necessary travel expenses incurred in the pursuit of Corporate Business; and

WHEREAS, the proposed Travel Policy was reviewed and forwarded from the Governance Committee on August 29, 2012; and

WHEREAS, the Members of the Corporation have received the proposed Travel Policy, have had the opportunity to review it, and said proposed Travel Policy is attached to this Resolution as Appendix "A".

NOW, THEREFORE, BE IT RESOLVED by the Corporation that:

1. The Corporation hereby adopts the Travel Policy attached to this resolution as Appendix "A"

The question of the adoption of the foregoing Resolution was duly put to vote on a roll call, which resulted as follows:

Yes: Mary Beth Primo, Daniel Barnaba, James Corbett, Vito Sciscoli, and Dwight L. Hicks.

No:

The foregoing Resolution was thereupon duly adopted.

APPENDIX "A"

**GREATER SYRACUSE PROPERTY DEVELOPMENT CORPORATION
TRAVEL POLICY**

Purpose & Applicability

This policy furnishes the requirements for obtaining reimbursement of authorized and necessary travel expenses incurred in the pursuit of Corporate business. These guidelines apply to members of the Corporation, staff employed directly by the Corporation, and officers of the Corporation when travel costs are directly reimbursed by the Corporation.

Requirements

Prior notice of at least ten (10) days must be given to the Chairman of the Corporation for any travel expenses for which reimbursement is or will be requested. A Statement of Travel Purpose and Expenses form signed by the individual shall be included with the notice and submitted in advance to the Chairman of the Corporation. Travel on behalf of the Corporation must be approved by the Chairman before any trip is taken.

Travel Expenses

Reimbursable expenses are considered to be those which are actual, necessary, and reasonable. The Corporation will reimburse members and employees for these expenses provided that the travel was approved by the Chairman prior to the trip being taken, and all required supporting documentation is presented with the reimbursement request.

A. Registration fees associated with meetings and conferences are reimbursable. These fees may be paid in advance of the event if required. When a Corporation member or employee pays a registration fee a receipt must be presented at the time of reimbursement.

B. Transportation should be arranged in the most economic manner possible. Air travel should be by coach or economy accommodations and made in advance to take advantage of lower fare rates.

C. Privately owned vehicle mileage reimbursement is authorized when travel is performed in the pursuit of Corporation business and the conditions of the travel, including the convenience of Corporation members, make it either economical or equal to the cost of a common carrier. A car rental fee may prove to be more economical than reimbursement for mileage on privately owned vehicles, and shall be used if it results in a lower expense to the Corporation. Reimbursement of rental cars will be limited to the full size rate or lower. When privately owned vehicles are used, the mileage reimbursement rate will be at a rate allowed by the IRS. The rules of reason and necessity will be applied to travel routes.

D. Reimbursements for parking and tolls incurred on Corporation business will be allowed when receipts are provided to substantiate the charges.

E. Lodging rates must be actual and supported by an itemized, paid bill for reimbursement. If sales tax exemption applies (New York State), then a completed Tax Exemption Certificate must be presented when the employee registers. Reimbursement will not be made on sales tax paid.

F. Meal rates will be on a per diem basis unless restricted by other laws or regulations, or reimbursed as part of a conference or seminar up to a maximum per diem rate of \$46.00. The per diem rate in Washington, D.C. and New York City will be based on the United States General Services Agency (GSA) per diem meal and incidental rates posted on its web site (www.gsa.gov). Other "major" cities will be considered for such indexed meal reimbursements on a situational basis.

Daily Maximum per Meal – Outside Washington D.C. and New York City

The Corporation will reimburse meals as follows:

Leave before 7:00am or return after 8:00am, breakfast will be allowed at an allowance of \$7.00

Leave before 11:30am or return after 2:00pm, lunch will be allowed at an allowance of \$11.00

Leave before 6:00pm or return after 7:00pm, dinner will be allowed at an allowance of \$23.00

The above rates include gratuity and applicable taxes.

Meals associated with a conference or seminar can be reimbursed over the per diem rate provided that a flyer, brochure, or itinerary from the conference is attached as supporting documentation stating the cost of the meal, and the employee provides a paid receipt. This also applies to conferences and seminars that are held within Onondaga County.

Per diem rates for meals included in the registration fee and/or provided as part of a conference or seminar will not be reimbursed.

G. Tipping for meal service is included for in the per diem. Tipping for any activity or service rendered may not be claimed.

H. Telephone and postage charges relating to official business will be reimbursed provided a statement is furnished showing the service was rendered, as well as the date of service.

I. Non-reimbursable expenses include laundry, valet service, entertainment, alcohol, or personal items.

Submission for travel reimbursement shall be in written form and include the claimant's name, the date each item of expense was incurred and the places between which travel was performed, and a short explanation as to the purpose of the travel.

Except for meals, whenever receipts are available, claimant must provide them.

STATE OF NEW YORK)
COUNTY OF ONONDAGA) ss.:

I, the undersigned, Dwight L. Hicks, Secretary of the Greater Syracuse Property Development Corporation, DO HEREBY CERTIFY:

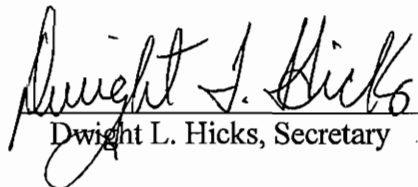
That I have compared the foregoing extract of the minutes of the meeting of the Greater Syracuse Property Development Corporation including the resolution contained therein, held on the 11th day of September 2012, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Greater Syracuse Property Development Corporation and of such resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Greater Syracuse Property Development Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY that there was a quorum of the members of the Greater Syracuse Property Development Corporation present throughout said meeting.

I FURTHER CERTIFY that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Greater Syracuse Property Development Corporation this 30 day of November, 2012.



Dwight L. Hicks, Secretary