

New York State Thoroughbred Breeding & Development Fund Corp.

Credit Card Policy - 2010

Employees must document all use of Fund credit cards within thirty days of the charges. These charges must be corroborated and be solely for Fund-related business. A new Travel Expense Reimbursement Form is in use at the Fund, which requires the following:

Credit cards are issued to field inspection staff, the Executive Director and the Treasurer.

1. Date card was used
2. Description of expense
3. Reason for expense
4. Credit card/s used
5. Submission of all receipts in support of the expense

Hotel rates and meal reimbursement rates are to be within current guidelines as published on the NYS Office of the State Comptroller's website, unless approved by Fund management.