

Reference: FINANCE AND ADMINISTRATION
Title: TRAVEL GUIDELINES
Policy Number: 03-02-08
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I. PURPOSE

The purpose of this policy is to define the reference point for the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") travel guidelines.

II. POLICY

A comprehensive travel policy with appropriate guidelines was originally adopted by the NFTA's Board of Commissioners on May 28, 1993 (Item VI (A)(e)), to provide for travel and reimbursement uniformity throughout the Authority. All employees who travel on Authority business must follow these guidelines.

The guidelines are amended periodically to reflect evolving Authority policy as well as changes to mileage and per diem rates.

[Mileage rate effective 01/01/2021 = \\$.56](#)

Per Diem Rates - <https://www.gsa.gov/portal/category/26429>