

## EXPENSE AUTHORIZATION AND REIMBURSEMENTS

Cooperative employees and members of the Board will be reimbursed for certain out-of-pocket costs incurred while traveling for Cooperative-related business. Only expenses essential to the purpose of the trip will be reimbursed.

Personnel who incur expenses in carrying out their authorized duties will be reimbursed by the Cooperative upon submission of a properly completed and approved claim and such supporting receipts as required by applicable established reimbursement procedures. Reimbursement will be in accordance with Board-approved travel allowances, in compliance with applicable law. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

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Revised: June 20, 2007  
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