

POLICY FOR TRAVEL OF AGENCY DIRECTORS

1. Generally. It is the policy of the Corporation that uniform procedures will be followed for the authorization and expenditure of funds for travel associated with Corporation's business.

(a) Expenses incurred by the Corporation's Directors, to be reimbursed from the Corporation's funds, must be approved in advance by the Board Chairman. The Chairman will advise the Chief Executive Officer of all requests received.

(b) All requests for reimbursement of expenses incurred by the Chairman must be approved by the Directors of the Corporation.

(c) The Chairman will inform the Chief Executive Officer or his/her designee of all pre-approved expenses of the Directors.

(d) The Chief Executive Officer or his/her designee will assist a Director, if desired, with arrangements for travel and the accompanying reimbursement procedures.