

**NEW YORK CITY TRANSITIONAL FINANCE AUTHORITY
POLICY ON SALARY, COMPENSATION, REIMBURSEMENTS, TIME AND
ATTENDANCE**

**Adopted June 16, 2006,
Amended and Restated April 29, 2008**

The senior management of the New York City Transitional Finance Authority (the “Authority”) consists of all officers of the Authority who are employed by the Authority. The Authority currently has no employees.

- **Salary and Compensation**

The salary of each member of senior management of the Authority shall be consistent with the managerial pay scale of the New York City Office of Management and Budget (“OMB”).

- **Time and Attendance Policies**

Time and attendance policies for senior management shall be the same as those of OMB, as set forth in OMB’s employee handbook.

- **Reimbursements**

Requests for all reimbursements must be submitted to the Authority’s Comptroller using the Comptroller-prescribed form and must include the following:

- i. proof of expenditure;
- ii. reason for expenditure; and
- iii. written approval of a supervisor.

All expenditures over \$250 must be approved in advance by the Executive Director, Treasurer or Secretary of the Authority, or in the case of expenditures of the Executive Director, by the Chair of the Board of Directors, or in the case of expenditures by the Treasurer or Secretary, by the Executive Director. Requests for reimbursements for travel-related expenditures are covered separately in the Authority’s Policy on Travel Allowance Policy.