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## Section 2.2.E – Travel Approval

**Duties of the Chair** - The Chair shall call and preside at TPA Governing Board meetings, set the order of business for each meeting and sign official documents for the TPA.

The Chair shall additionally approve the disbursement of funds for official business travel undertaken by TPA Governing Board members and other appointed officials, advisory committee members, interns and other authorized officials, provided the travel was authorized in advance and the requestor sought advanced registration discount rates, the most economical and efficient means to/from the travel occasion and reasonably priced lodging accommodations.

In the Chair's absence, the Vice Chair shall preside and complete all other duties of the Chair. In the absence of both the Chair and the Vice Chair, the Representatives present shall elect a Chair Pro-Tem to preside and complete all other duties of the Chair.

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