

## Charge Log Policy

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CTC offers the option to charge travel as a courtesy to qualified organizations, which are responsible for administering usage. CTC will not maintain lists of who is (or is not) eligible to charge to the organization's account.

### **Fees**

Ferry - All entries will be billed at fixed rate per person.

Parking Lot - All entries will be billed at the current daily parking fee.

### **Billing**

CTC will invoice the organization monthly. If there is an error or ineligible entry, the billed organization is responsible for contacting the other party and securing reimbursement. CTC will credit the organization and bill the other party only upon written authorization from the other party.

Charge accounts will be allowed on a case by case basis. CTC reserves the right to cancel this benefit at any time and for any reason.

*Adopted by the Board of Directors June 2019*