

**EXHIBIT "A-1"**

**HILLSBOROUGH COUNTY AVIATION AUTHORITY  
POLICY**

<b>200:</b>	<b>ADMINISTRATION</b>	<b>Effective:</b>	<b>04/01/82</b>
	<b>TRAVEL AND PROMOTION</b>	<b>Revised:</b>	<b>02/03/94</b>
			<b>10/09/97</b>
<b>P220:</b>	<b>Travel Expenses</b>		<b>12/05/02</b>
			<b>11/06/03</b>
			<b>08/02/07</b>

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**PURPOSE:** To provide that board members, the Executive Director, and Authority employees, who properly incur travel expenses in conducting the business of the Authority, are reimbursed for such travel expenses.

**LEGAL CONSIDERATION:** Section 6(2)(h) of the Hillsborough County Aviation Authority Act authorizes the Authority to reimburse board members, the Executive Director, and all Authority employees for all travel expenses incurred while on business for the Authority.

**POLICY:**

A. Travel Approval:

1. All reimbursable travel will be approved in advance. Board member and Executive Director travel must be approved during a scheduled board meeting. When pre-approval is not feasible or appropriate, ratification of the travel will occur at the next scheduled board meeting.
2. To be reimbursed, all travel and expenses must be incurred while on Authority business.

B. Travel by Air Carrier:

1. All Authority employee reimbursements or advancements for travel will be based upon Economy/Coach Class fares, supported by appropriate receipt.
2. If a board member or Executive Director is traveling to a destination outside of the North American continent and the traveler is scheduled to engage in the business of the Authority within twenty-four (24) hours of arriving at the destination, or if the traveler commences the return trip within twenty-four (24) hours of engaging in the business of the Authority, such reimbursements or

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advancements may be reimbursed based upon Business Class airfare supported by appropriate receipt.

3. All individuals traveling on behalf of the Authority may personally retain their frequent flyer mileage.

**C. Types of Travel:**

1. Class A Travel – Continuous travel of 24 hours or more away from official headquarters (midnight to midnight).
2. Class B Travel – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.
3. Class C Travel – Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

**D. Registration Fees:**

The traveler will be reimbursed for all registration fees at meetings and conferences, as well as fees for attending events which are not included in the basic registration fee and that directly enhance the public purpose of the Authority's participation at the meeting or conference.

**E. Subsistence or per diem:**

The traveler may choose to receive either

1. A per diem of \$85.00 for each full day of class A and B travel. For travel involving partial days, the traveler will be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period; or

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2. The subsistence amounts permitted in section G for meals, plus actual expenses for lodging for all classes of travel. For travel involving partial days, the travel will be reimbursed as follows:

Breakfast – When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

Lunch – When travel begins before 12:00 noon and extends beyond 2:00 p.m.

Dinner – When travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignment.

**F. Lodging:**

Hotel or accommodation charges must be at a single occupancy rate and substantiated by a receipt. The traveler is expected to exercise his or her best judgment and reasonableness in the selection of lodging. The location of the hotel should be as convenient as possible to the place where the business of the Authority will be transacted.

**G. Meals:**

Meals will be reimbursed in accordance with the General Service Administration (GSA) travel reimbursement rate in effect for the destination city on the date travel was initiated. Notwithstanding GSA rates, the maximum reimbursement rate allowable is \$38.00 per day. If the destination is not included in the GSA destination guide, the allowance of \$36.00 per day is applicable. The rates for the destination cities also apply to cities or locations within the same county.

The following table reflects the daily meal subsistence rates:

<b>Meals</b>	<b>\$36.00</b>	<b>\$38.00</b>
Breakfast	\$ 7.00	\$ 8.00
Lunch	\$ 8.00	\$ 8.00
Dinner	\$21.00	\$22.00

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No allowance will be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity.

3. Reimbursement for meals, which were also included in a conference or convention registration fee or a travel or lodging fee, will be reimbursed only upon reasonable written explanation of expenses.
4. Travelers to foreign countries will be reimbursed up to the United States Department of State per diem allowance for foreign travel upon presentation of substantiated receipts.

H. Incidental expenses:

Only incidental expenses specifically listed in the policy will be reimbursed.

1. The following reimbursable incidental expenses may be reimbursed upon presentation of appropriate receipts and justification:

- Taxi or shuttle fare
- Parking garage or parking lot fees
- Business related communication costs
- Arrival, departure and other taxes

2. The following reimbursable incidental expenses may be reimbursed without receipts upon justification:

- Public transportation costs
- Tolls

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**I. Foreign exchange rates:**

The daily foreign exchange rate will be established at the hotel bill exchange rate reflected on the credit card statement.

**J. Travel by Personal or Rental Vehicle:**

Board members and the Executive Director are authorized to use their personal vehicle or procure a rental vehicle if necessary to conduct Authority business. Utilization of a personal or rental vehicle by all other Authority employees must be approved in advance of travel by the Executive Director or designee. Reimbursement will be at the Internal Revenue Service cents per mile rate in effect at the time of travel.

**K. Travel by Consultants:**

All consultants performing work for the Authority, or its contractors, will be reimbursed for travel expenses in accordance with this policy.