

EXHIBIT "A-2"
STANDARD PROCEDURE

Hillsborough County
Aviation Authority

Number: S220.01

Effective: 04/15/93

Revised: 01/21/04

SUBJECT: TRAVEL EXPENSE AND
SUBSISTENCE

PURPOSE: To establish a procedure which applies to all Authority employees and authorized persons (includes any person authorized by the Authority to incur travel expenses in the performance of their official duties) traveling on Authority business, for approval and reimbursement of necessary and actually incurred traveling expenses in accordance with Policy 220.

PROCEDURES:

A. Authorization to travel:

All Authority travel will be approved in advance. The Executive Director will approve the travel for those individuals reporting directly to the Executive Director. The Deputy Executive Director will approve the travel for those individuals reporting directly to the Deputy Executive Director. All other employees' travel will be approved by their senior level executive. This approval will take the form of a written memo or by e-mail.

B. Mode of transportation:

The mode of transportation used for travel should be the most economical and timely available to the traveler.

C. Authorization to use a rental vehicle:

Employees desiring to procure a rental vehicle must obtain written approval prior to travel. This written approval will be in the form of memo or e-mail and must be from the appropriate individual listed in A.

D. Payment of travel expenses:

1. Employee's travel expenses may be paid in advance directly by the Authority, by the employee's personal credit card, by Authority credit card or by a combination thereof.
2. No cash advances are permitted without approval from the appropriate individual listed in A. The cash advance request must include an estimate of total travel expenses.

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E. Reporting:

1. A travel report form (FS-10) must be completed for each trip within 45 days of return.
2. All travel costs, including conference registration fees, must be included on the form accompanied by appropriate receipts and travel approval forms.
3. No receipts are necessary for per-diem or meal subsistence.
4. Receipts are necessary for all foreign travel reimbursements.
5. The travel report form must be signed by the individual who incurred the travel expense.
6. The travel report form (FS10) must indicate the travel destination, duration and purpose.
7. All Authority employee travel report forms must be reviewed and approved by the appropriate individual listed in A.