

# AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

---

**PURPOSE:** To establish a policy governing the authorization, approval and allowability of travel, business development, and working meals expenses incurred by ~~provide that B~~ board members, the Chief Executive Officer (CEO), and Authority employees when who properly incur travel expenses and business development expenses in conducting ~~the~~ business on behalf of the Authority ~~are reimbursed for such travel expenses.~~

**LEGAL CONSIDERATION:** Subject to the provisions of applicable Florida Statutes, Section 6(2)(h) of the Hillsborough County Aviation Authority Act authorizes the Authority to reimburse Board members, the Chief Executive Officer, and all Authority employees for all travel expenses incurred while on business for the Authority. ~~Section 6(2)(w) and 6(2)(xx) of t~~ The Hillsborough County Aviation Authority Act also authorizes the Authority to “[a]dvertise, promote and encourage the use and expansion of facilities under its jurisdiction” and do all acts and things necessary and convenient for promotion of the business of the Authority. ~~Florida Administrative Code Rule 69I-42.010 allows for reimbursement of specific incidental traveling expenses including actual portage charges and actual laundry, dry cleaning and pressing expenses in accordance with the Rule.~~ Pursuant to P policy, the Authority is allowed to incur business development expenses for meals, beverages and entertainment in order to highlight the numerous advantages and world class facilities of the Authority’s airport system and build relationships with airline executives, potential real estate partners, potential ~~s~~ tenants and others.

## POLICY:

### General ~~Travel Purpose:~~

#### A

. All Authority travel, business development, and working meals expenses must provide benefit to the Authority. ~~All travelers will exercise good judgment in incurring business and travel related expenses. All travelers will comply with this Policy and Standard~~

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

---

Procedure S412.01, Travel Expense and Subsistence. This Policy provides guidance covering key areas related to travel, business development, and working meals expenses. Additional guidance is provided in Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses. All circumstances may not be specifically covered. In these instances, sound judgement should be used and reasonable documentation should be provided to support the circumstance and expense. Any exception to the practices outlined in this Policy will require written approval by the CEO or Executive Vice President (EVP) of Finance and Procurement and must be in compliance with applicable Florida Statutes.

- B. Employees may book their own flight and hotel reservations, or may utilize the Authority's corporate travel agency. In an effort to find the most economical lodging rates and airfare, the use of third party companies such as Expedia.com, Hotels.com and Travelocity.com may be considered. Other resources such as AirBNB.com, VRBO.com and HomeAway.com may also be used if determined to be the most economical option.
- C. All reservations (hotel, flight, conference, etc.) shall be booked as far in advance as possible to take advantage of discounted rates.
- D. If the traveler elects to arrive earlier or stay later than reasonably necessary to conduct the required Authority business, the traveler will be responsible for payment of all additional expenses beyond those incurred for Authority business. Reasonably necessary is defined as arriving at the destination no more than 24 hours prior to engaging in Authority business or commencing the return trip within the next day of engaging in Authority business.
- E. Purchases for travel, business development, and working meals should be made using Authority Purchasing Cards (PCard) in accordance with Authority Standard Procedure S410.25, Purchasing Cards. As an alternative, personal credit cards may be used, however,

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

---

the expense will not be reimbursed until after the trip or event has occurred. The reimbursement request must be submitted within 30 days of the completion of the trip or event.

- F. All individuals traveling on behalf of the Authority may personally retain any points or other benefits generated from Authority travel (i.e frequent flyer mileage or awards from hotel frequent guest programs) when flights and hotel stays are paid by Authority PCard. However, participation in these programs should not influence airline and hotel selection resulting in higher cost to the Authority.

### Travel Expenses:

A. Travel Authorization and Approval:

1. All reimbursable travel for Board members and Authority employees are authorized to attend training and/or conventions, conferences, board, and committee meetings of professional and/or trade organizations specific to their job requirements as well as other meetings, site visits, or events directly related to their position at the Authority. will be approved by the Chief Executive Officer (CEO) or designee. The CEO will approve the travel for those individuals reporting directly to the CEO. All other employee's travel will be approved by their EVP Vice President and/or appropriate level supervisor. Such approval must be made in advance of travel for all Authority employees under the Director level.

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

2. Approval of eligible travel expenses is obtained during the expense submittal process as outlined in Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses.
3. The Authority expects employees to exercise sound prudent business practices when booking travel. To be reimbursed, all travel and reimbursable expenses must be incurred while on Authority business.

### B. Travel by Air Carrier:

1. Travelers are required to use Coach/Economy cabin fares unless otherwise indicated within this Policy. Factors such as time and productivity of the traveler, cost of transportation, per diem/subsistence costs, cancellation fees, and any additional costs (such as baggage fees) should be considered when making reservations. If the traveler elects to arrive earlier or stay later than reasonably necessary to conduct the required Authority business, the traveler will be responsible for all additional costs.
2. Authority employee reimbursements or advancements for travel will be based upon Coach Class fares (i.e. not First or Business Class airfare), supported by appropriate receipt.
3. If a Bboard member, the CEO, an EVP Vice President, or Vice President (VP) Assistant Vice President is traveling to a destination outside of the North American continent and the traveler is scheduled to engage in the business of the Authority business within 24 hours the next business day of arriving at the destination, or if the traveler commences the return trip within 24 hours of completing Authority the next business day of engaging in the business of the Authority, he/she such reimbursements or advancements may be made based

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

~~upon~~ is permitted to book fares in business class or its equivalent ~~Business Class~~ Business class or equivalent travel by supported by appropriate receipt.

~~Any other Business Class travel for other Authority employees staff for travel outside of the North American continent~~ must be approved in writing with justification in advance by the department ~~EVP~~ Vice President.

~~3.4. All individuals traveling on behalf of the Authority may personally retain their frequent flyer mileage.~~

3. If the primary purpose of the trip is to visit a specific airline, it is acceptable to book a flight on that airline even if the airline does not offer the lowest fare available.

4. Miscellaneous airline fees including, but not limited to, seat reservation fees, early or preferred boarding, checked baggage fees, airline change fees, and in-flight internet expenses, are allowable if utilized for Authority purposes. Checked baggage fees will be limited to one checked bag, unless supported by adequate business justification.

5. In the event a flight must be changed for acceptable business reasons, applicable airline fees are allowable expenses under this Policy with adequate written justification.

6. In the event a flight is cancelled or delayed, the traveler may choose an alternate mode of transportation in accordance with this Policy.

CD. Registration Fees:

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

The traveler is eligible to incur ~~will be reimbursed for all~~ registration fees ~~for~~ 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. Employee must provide business justification for attending the event.

DE. Lodging:

Hotel or accommodation charges must be ~~at a single occupancy rate and~~ substantiated by an itemized receipt reflecting all charges for the entire stay. 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 and should be at the lowest appropriate rate.

Paid usage of hotel sponsored Wi-Fi or wired internet access is an authorized lodging expense.

Lodging expenses incurred within the Authority's Metropolitan Statistical Area (MSA) (as defined by the United States Office of Management and Budget, to which includes Hernando, Hillsborough, Pasco and Pinellas Counties) are only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

EF. Meals ~~(During Travel) and Incidental Expenses:~~

Meals ~~and incidental expenses~~ within the continental United States will be reimbursed in accordance with the General Service Administration (GSA) meals ~~and incidental expenses~~ rate in effect for the destination city on the date travel was initiated. If the destination is not

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <b>10/01/20</b>

included in the GSA destination guide, the GSA rate for the listed city that is closest to the destination city or county for the destination city will be used.

Meals ~~and incidental expenses~~ for travel outside of the continental United States (including Hawaii, Alaska and Puerto Rico) will be reimbursed in accordance with the current rates as specified in the federal publication “Standardized Regulations (Government Civilians, Foreign Areas)”.

For both domestic and international travel, the first and last day of travel are calculated at 75% of the rate in effect for the destination city. This excludes intermediate destinations on multi-city trips.

A traveler will not be reimbursed or receive per diem for meals included in a convention or conference registration unless reasonable written explanation is provided. A meal is considered to be any of the regular occasions in a day when a reasonably large amount of food is eaten, such as breakfast, lunch, or dinner. (Definition from Dictionary.com and Oxford University Press.) Continental breakfasts will not be considered a meal. Therefore, per diem will not be reduced for continental breakfasts. Additionally, per diem will not be reduced for meals provided by airlines.

Allowance for meals when travel is confined to the Authority’s MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee’s EVP.

~~Incidental expenses eligible for reimbursement are defined by Florida Statute Section 112.061 (8) (a) and include taxi fare, ferry fares, bridge, road and tunnel tolls, storage or parking fees, and communication expenses.~~

~~No allowance will be made for meals when travel is confined to the Authority’s Metropolitan Statistical Area.~~

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

~~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.~~

F. Ground Transportation:

Authorized ground transportation expenses include, but are not limited to, hired cars, trains, other fixed rail, shared ride services (such as Uber or Lyft), buses, and other modes of ground transportation required to enable the traveler to conduct Authority business. Travelers will use good judgement with regard to which mode of ground transportation is utilized, and tickets should be purchased in the most economical class of service available unless there is an adequate business justification and is approved in writing in advance by the CEO or employee's EVP.

Allowance for ground transportation within the Authority's MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

GG. Other Travel Expenses:

Other eligible travel expenses ~~eligible for reimbursement~~ as approved by the Florida Department of Financial Services pursuant to rules adopted by it include fees and tips given to porters, baggage carriers, bellhops or hotel maids, with the expense limited to \$1 per bag not to exceed a total of \$5 per incident; and actual laundry, dry cleaning and pressing expenses for official travel in excess of seven calendar days and where such expenses are necessarily incurred to complete the official business.



## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

Eligible incidental expenses are defined by Florida Statute Section 112.061(8)(a) and include ferry fares, bridge, road, and tunnel tolls, storage or parking fees, and communication expenses.

Itemized receipts are required for ~~reimbursement of~~ all individual expenses ~~that~~ which are higher than \$25.

H

H. Foreign exchange rates:

Eligible travel expenses include ~~Authority will reimburse traveler for~~ the difference between the official daily foreign exchange rate and the transaction rate, in addition to any applicable fees.

II. Travel by ~~Personal or~~ Rental Vehicle:

Board members, the CEO, ~~EVP~~ ~~ice Presidents~~ and ~~Assistant Vice Presidents~~ are authorized to ~~use their personal vehicle or procure a rent a~~ vehicle if necessary to conduct Authority business, without advance approval. Utilization of a rental vehicle by all other Authority employees must be approved in advance of travel in writing by the ~~CEO or the~~ employee's EVP or VP ~~ice President. This should be VP~~

Rental vehicles will be mid-size or smaller, unless three or more travelers are sharing the vehicle. Travelers will select the rental vehicle refueling option anticipated to be the most economical for the Authority.

The State of Florida contract for rental cars should be consulted for discounted rates. The State of Florida contract provides rental vehicle services to Florida's government

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

agencies. A website link to the Rental Rates and Rental Procedures to utilize the State contract are located on the Authority Intranet.

Allowance for rental cars when travel is confined to the Authority's MSA is only authorized with adequate business justification and if approved in writing in advance by the CEO or the employee's EVP.

The Authority provides insurance coverage for both Automobile Liability and Collision Damage Waivers and will not reimburse a traveler for the cost of such coverage on a rental car contract for travel within the United States. (Exception: If the traveler rents a vehicle in a foreign country, he/she shall purchase both Automobile Liability and Collision Damage Waivers from the rental car company.)

### J. Travel by Personal Vehicle:

Prior to utilizing a personal vehicle to conduct Authority business, all employees must comply with Authority Standard Procedure S250.05, Motor Vehicle Use – Personal or Authority-Owned.

Board members, the CEO, EVPs and VPs are authorized to use their personal vehicle if necessary to conduct Authority business, without advance approval. ~~E~~Except for travel within the State of Florida, utilization of a personal vehicle by all other Authority employees must ~~also~~ be approved in advance of travel in writing by the employee's ~~E~~Vice-President or VP.

Reimbursement of ~~M~~ mileage for authorized use of employee's personal vehicle will be at the Internal Revenue Service cents per mile rate in effect at the time of travel. ~~Rental vehicles will be mid-size or smaller, unless three or more travelers are sharing the vehicle. Travelers will select the rental vehicle refueling option anticipated to be the~~

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <b>10/01/20</b>

~~most economical for the Authority. Mileage reimbursement is calculated in accordance with Authority Standard Procedure S412.01, Reconciliation and Reimbursement of Travel, Business Development, and Working Meals Expenses.~~

~~Personal vehicles should not be used if the estimated mileage reimbursement is expected to exceed the cost of renting a car for the trip.~~

~~KJ. Travel Report:~~

~~Prior to receiving final reimbursement for travel, all employees below the level of Director must submit to the employee's Vice President a report of the major accomplishments and benefits to the Authority as a result of the travel.~~

~~K. Travel by Third Parties Conducting Business on Behalf of the Authority Consultants,, Design Professionals, Design Builders:~~

~~Unless terms of travel are specified in their contracts, aAll consultants, design professionals, design-builders contractors, sub-consultants, and sub-contractors performing work for the Authority, or its contractors, will be reimbursed for travel expenses in accordance with eligible cost elements as described above.with this Policy.~~

**Business Development Expenses:**

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

~~A.L. Business Development Purpose:~~

~~All business development expenses incurred must provide benefit to the Authority. All employees will exercise good judgment in incurring business and travel related expenses.~~

~~M Business Development Expenses:~~

~~Business development meal, beverage (including alcoholic), and other expenses may be incurred locally or while traveling. When the CEO, a Vice President, or an Assistant Vice President engage in Bbusiness development activities ~~that~~ require meeting with non-Authority personnel. E, such employees may be reimbursed for actual, reasonable, and appropriately documented expenses related to the business development activity. ~~These types of expenses for other Authority staff must be approved in advance by the department Vice President.~~~~

B. To qualify as business development, such an employee must (a) reasonably expect, and have as the primary motivation for the expenditure, that the Authority will derive revenue or another business benefit as a result of the business development activity; (b) incur the expense in a setting where the party being entertained would reasonably understand that the expenditure was for an Authority business objective; and (c) use the expenditure for the person from whom the Authority expects the business benefit, as well as for the employee and other Authority staff in attendance.

C. Alcoholic beverage expenses may only be incurred at business development events related to meetings including non-Authority personnel from organizations from which the Authority is reasonably expected to derive ~~some~~ revenue or another business benefit~~financial benefit~~.

## AVIATION AUTHORITY POLICY

400:	FISCAL MATTERS	Effective: 04/01/82
	PROCUREMENT	Revised: 02/03/94
P412:	Travel, <del>and</del> Business Development, <u>And Working Meals</u> Expenses	10/09/97 12/05/02 11/06/03 08/02/07 11/03/11 11/07/13 <u>10/01/20</u>

D. The employee must provide detailed itemized receipts for all business development expenses larger than \$25 and must include rationale and business benefit for the Authority.

### Working Meals:

#### A.N ~~Working Meals:~~

Expenditures for meals during business meetings between Authority employees or between Authority employees and individuals from outside organizations are allowable only (a) when there is a valid business need to have the meeting during a meal time (i.e., schedules will not accommodate the meeting at other times); (b) during periods of extended overtime (i.e. irregular operations, working on the budget or another major project); or (c) periodic department meetings (not more than quarterly), full-day or half-day Authority-wide meetings, or ~~department~~ Authority strategic planning sessions.

B. Business meals between Authority subordinates and supervisors will be infrequent and will occur only when there is no other time during which the meeting can be scheduled.

C. Notwithstanding subparagraph B2 above, Executive staff, VPs, Directors and Managers may occasionally purchase meals for employees provided the meals are reasonable and for the purpose of conducting Authority business and/or employee recognition.

~~Such purchased meals by Directors or Managers must be approved in advance by the appropriate Vice President.~~

~~Meals shall not be provided for recurring meetings (i.e., weekly staff meetings).~~

D. Alcoholic beverages expenditures shall not be reimbursed or charged to the Authority under this section.

**AVIATION AUTHORITY  
POLICY**

<b>400:</b>	<b>FISCAL MATTERS</b>	<b>Effective:</b>	<b>04/01/82</b>
	<b>PROCUREMENT</b>	<b>Revised:</b>	<b>02/03/94</b>
			<b>10/09/97</b>
<b>P412:</b>	<b>Travel, <del>and</del> Business Development,</b>		<b>12/05/02</b>
	<b><u>And Working Meals</u> Expenses</b>		<b>11/06/03</b>
			<b>08/02/07</b>
			<b>11/03/11</b>
			<b>11/07/13</b>
			<b><u>10/01/20</u></b>

---

E. Reasonable expenditures for meals with Board members are reimbursable provided there is a valid business need to have the meeting during a meal time.

F. Working meals will be reimbursed upon presentation of appropriate documentation including a list of attendees.