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**TRAVEL POLICY  
GOVERNING PERSONNEL AND COMMISSIONERS**

The purpose of this policy is to establish a uniform policy regarding the travel of persons engaged in Authority business. This policy shall pertain to all Authority employees, Commissioners and other persons authorized to conduct Authority business.

- A. Commissioners, employees, or authorized representatives of the Authority may perform official travel upon an authorization by the Board of Commissioners, the Chairman, Vice-Chairman, or Executive Director.
- B. All training/seminar registrations, travel arrangements and hotel reservations will be completed and paid for by the Authority. In every case, every effort will be given to ensure cost effectiveness when making travel arrangements.
- C. No advance per diem will be allowed when meals are included as part of the registration fee, except that the breakfast per diem will be honored even if a continental style breakfast is available.
- D. No advance per diem will be allowed for in town training. In town training is any location within 50 miles of the Central Office. Mileage will be verified through on-line mapping resources.
- E. Advance per diem will be issued for travel which exceeds 50 miles from the Central Office location. The advancement for meals and incidentals will be based on the rate established by the US General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - a. Travel status will include the day before and the day after actual days scheduled for training/seminar when those days are necessary for the purpose of traveling to and from the training/seminar.
  - b. If it is necessary to include the travel day before and after, those days will be factored at 75% of the US General Services Administration rate.
- F. Reimbursement shall be made for the following items upon written request and presentation of paid receipts to the Executive Director within 5 business days of trip completion.
  - a. For in town training the Authority will reimburse up to the rate established by the US GSA for meals and incidentals (taxi fares, telephone calls, secretarial services, registration fees, overnight airport parking, and other similar items).

- b. Rental vehicles shall be kept to a minimum. Where circumstances require the use of a rental vehicle, the most economical vehicle available shall be obtained.
  - c. When an authority owned vehicle is not available, a traveler may be required to use a privately owned vehicle. The Authority will reimburse the traveler actual mileage at the current rate approved by the Internal Revenue Service. To receive mileage reimbursement the traveler shall keep a travel log and submit for approval.
- G. The Authority requires that the Executive Director furnish his/her own transportation for all local travel within 50 miles of the Central Office Location. Outside of the 50 mile range, the Director is eligible to submit for mileage at the IRS approved rate. The Executive Director will pay for the gas, insurance and all of the cars maintenance. For this service, the Authority will pay a monthly fee. The amount of this fee will be reviewed annually.
- H. When a traveler's spouse, family member or other guest accompanies him/her on an Authority business trip, the portion of the expenses attributable to the spouse, family member or other guest are not reimbursable.
- I. Reimbursement for alcoholic beverages is prohibited. Under no circumstances shall a traveler be reimbursed for the cost of alcoholic beverages consumed as part of an otherwise allowable meal.