



**PORT TAMPA BAY™**

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**SUBJECT: TRAVEL/EMPLOYEE EXPENSE POLICY**

**POLICY STATEMENT:**

Section 23 of 95-488, Laws of Florida (Enabling Act) provides that officers, employees, and representatives of the Tampa Port Authority are entitled to reimbursement of necessary and reasonable expenses incurred during travel involving sales, professional development, and promotion of the Port of Tampa pursuant to approved policy and when said travel is approved in advance. It is the policy of the Tampa Port Authority, d/b/a Port Tampa Bay (PTB), to establish guidelines, rules and procedures for the authorization and payment of reasonable, actual expenses incurred while traveling to conduct business for the Port for the purpose of marketing, promotion, administration or training. This policy also establishes procedures to authorize and pay travel expenses incurred in conjunction with interviewing for vacant positions at the Port and relocation for successful job candidates.

The procedures set forth herein are governed by the Enabling Act and Florida Statutes Section 112.061. In accordance with Florida law, where there is a conflict between the Enabling Act and Florida Statutes, the Enabling Act overrules. Florida Statutes Section 112.061(14) authorizes the governing boards of special districts, such as the Tampa Port Authority, to establish reimbursement rates that can differ from those in Chapter 112.061.

**PROCEDURES FOR IMPLEMENTATION:**

Port Tampa Bay recognizes the need to perform marketing, promotional and administrative travel to develop additional business and trade for PTB and to continue ongoing business relationships. Further, travel for administrative or training purposes, including attendance at conferences, conventions, seminars, or other official functions concerning the business, financial, security, legal or administrative operations of PTB staff, commissioners, consultants and advisors is authorized when deemed appropriate. All travel shall have the same requirements with regards to documentation for reimbursement.

- 1) No member, officer or employee of PTB or a person called upon by PTB to contribute time and services as a consultant or advisor may travel nor be paid for travel expenses unless they have submitted a Travel Authorization form. Travel Authorization forms are accessible to all employees in M-Files. The Travel Authorization form should indicate the traveler, origination/destination, dates of travel, purpose of travel and an estimate of the total costs of the travel. The form is submitted to the traveler's department head and division head for approval and then to the Finance Department for determination whether budgeted funds are available for the travel. If the traveler's budget is inadequate to cover the cost of travel, the Finance Department will return the Travel Authorization form to the traveler with a request to identify an alternate source of funding. Fully-executed Travel Authorization forms must be received by Finance at least ten (10)

business days before travel, except for exigent circumstances. If travel is for training, conferences, conventions, seminars or similar events, an agenda or program including information regarding registration fees and meals must be attached to the Travel Authorization form.

- 2) To be in travel status, the employee must be expected to travel a minimum of sixty (60) miles from PTB headquarters.
- 3) Following approval of the Travel Authorization, lodging and transportation arrangements should be made. Each traveler is responsible for making their own travel arrangements. While efforts should be made to minimize travel costs where possible, cost should not be considered when it becomes a detriment to the traveler or their safety, or when it is not in the best interest of PTB.
- 4) If an employee desires to take leave in conjunction with official travel, the leave will be requested in writing and considered at the same time the travel request is submitted.
- 5) For the purpose of payment of travel expenses, all travel shall be deemed to have begun from the Port Tampa Bay headquarters building located at 1101 Channelside Drive or from the employee's residence during non-working hours.
- 6) Payment shall be made only for travel performed over a usually traveled route to the destination. When travel is by indirect route for the traveler's own convenience, any extra costs shall be provided by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by travel over a usually traveled route. A traveler may elect to drive a Privately Owned Vehicle (POV) in lieu of air travel or any other conveyance, however, payment will be made at the lesser of actual expenses.
- 7) In the event that it would be in the best interest of PTB for a traveler to extend his stay in order to achieve a savings to the Port by means of lower airfare (usually over the weekend), such arrangements will be allowed only after meeting the following conditions:
  - a. Prior approval of arrangements by the Port President and CEO or his designee.
  - b. Documentation of the savings to be realized by extending such trip prior to approval.
  - c. The traveler consents to the extended stay and agrees that any weekend or holiday involved is not considered a working day for purposes of compensation or the generation of additional leave.
  - d. If the above conditions are met, only costs for airline tickets, hotel and meals will be considered in computing the savings realized for extended stay and for reimbursement to the employee during the extended stay. Amounts for personal expenses will not be reimbursed during the extended stay.
  - e. Payment may be made for travel performed by public motor vehicle, common carrier, chartered vehicle, port owned vehicle and privately owned vehicle if applicable as approved on travel authorization form.

- 8) For all travel made by privately owned vehicle, reimbursement will be made at the rate per mile prescribed by Florida Statute Section 112.061, currently at the rate \$.445 per mile. All mileage shall be computed from the point of origin (Port Tampa Bay main offices or from residence during non-working hours) to the point of destination. Travel mileage shall be documented with Google Maps, MapQuest, or similar mapping applications. Vicinity mileage necessary for the conduct of official business may also be reimbursed, when separately stated. Personnel receiving automobile allowances are not entitled to mileage or other vehicle reimbursements such as gasoline or mechanical failure. Employees should be reminded that, subject to availability, PTB-owned vehicles may be used in lieu of privately-owned vehicles, other than those employees receiving a car allowance.
- 9) Transportation by a chartered vehicle, when traveling on official business, may be authorized by the Port President and CEO or his designee if it is the most economical mode of travel available.
- 10) All domestic travel by common carrier shall be paid at coach fare rate unless no other fare is available and time is critical. Additional charges are allowed for baggage fees, comfort seating and automatic check-in. In any case where other than coach fare is used, full justification will be submitted for consideration. Business class may be authorized on international flights of five (5) hours duration (one-way) or more. Any other upgrades are allowed at the traveler's personal expense.
- 11) The following expenditures/reimbursements are authorized:
  - a. Transportation by common carrier;
  - b. Transportation by employee-owned vehicle (mileage, tolls and parking only for employees not receiving vehicle allowance);
  - c. Transportation by PTB-owned vehicle for employees not receiving a vehicle allowance (gas, tolls and parking only);
  - d. Automobile rental using PTB contract rates or at lesser rates if applicable;
  - e. Taxi/Transportation Network Companies (TNC) fare to include tips;
  - f. Ferry fares, bridge, road and tunnel tolls;
  - g. Portage (baggage handling);
  - h. Storage and parking fees (long-term/economy parking will be utilized for trips of two days or more);
  - i. Valet parking and tips, except when self-parking is available;
  - j. Meals for employee;
  - k. Meals and entertainment for customers, potential customers or other authorized individuals, except when addressed by other policies;
  - l. Laundry services for travel lasting longer than five (5) days; and
  - m. Communication expenses for business purposes, changes in itinerary, and emergencies. Employees who have PTB cell phones will not be reimbursed for use of personal cell phones. Whenever possible travelers should avoid charging calls to hotel bills.
- 12) PTB will not reimburse nor pay for expenses which are not in accordance with this policy or for which the traveler has failed to provide adequate support or documentation. Charges specifically not authorized include:
  - a. Airline club membership dues;

- b. Excess baggage charges;
  - c. Expenses related to lost keys or keys locked in a vehicle due to employee negligence;
  - d. Parking or traffic tickets;
  - e. Lost or stolen luggage or other items on an airline, at the hotel or resulting from the traveler's negligence;
  - f. Personal expenses such as movies and entertainment;
  - g. Rental car upgrades; and
  - h. Repairs due to automobile accidents.
- 13) Lodging expenses shall be accompanied by actual receipts. Lodging shall be authorized and reimbursed at the reasonable, actual and necessary expense not to exceed the single room rate. Employees should exercise good business judgment in choosing lodging and utilize government rates whenever available. Meals or other charges such as parking listed on hotel bills should be itemized and reported separately on the Travel Reimbursement form.
- 14) Meals while in travel status shall be reimbursed at the per diem rate as established by the General Services Administration (GSA). GSA per diem rates can be found at [www.gsa.gov](http://www.gsa.gov) under the "M & IE" column (Meals and Incidental Expenses). Per diem rates for international travel can also be found at this website. The per diem rate breakdown (breakfast, lunch, dinner) can be found at this website under the "M & IE Breakdown" tab. **NOTE: Purchasing cards (P-cards) shall not be used to purchase employee meals while in travel status.** However, P-cards may be used to purchase meals with non-PTB employees as discussed in the paragraph below.

Typically, per diem reimbursement applies only while in travel status and usually to administrative travel such as attendance at conferences or training sessions or when an employee is traveling alone or with one or more PTB employees. Per diem reimbursement does not apply to meals with non-PTB employees for which there is a specific business purpose, for example, promotional, business development, legislative business issues, etc. In these cases, employees are expected to submit detailed receipts listing the names of the attendees paid for and their business affiliation as well as the specific business purpose of the function in accordance with the Promotion/Business Development Expense Policy. The Travel Reimbursement Request form includes a section for the purposes of documentation of these types of expenses.

- a. Employees are expected to submit per diem reimbursement only for the period of time the employee is in travel status. For instance, an employee who begins travel status at noon should not submit per diem reimbursement for breakfast.
- b. No reimbursement is authorized for any meals that are made available without specific charge to the traveler such as those paid in a registration fee, paid by others, or included in the cost of lodging, such as continental breakfast.
- c. When departing or arriving close to a meal time, employees will use good business judgment in securing meals at a cost to PTB.
- d. No charges for alcoholic beverages will be paid for PTB employees under any circumstances. Charges for alcoholic beverages may be reimbursed for non-PTB employees for meals/meetings for which there is a specific business purpose.

- 15) Travel advances for international travel may be approved on a case-by-case basis up to a maximum of \$200 per travel day. Advances must be requested on the Travel Authorization form and submitted to Finance at least two weeks prior to travel date. Full reconciliation and return of unspent travel advances are due within ten (10) business days of traveler's return.
- 16) All PTB employees are required to submit a Travel Reimbursement form showing all travel costs within ten (10) business days of their return, whether or not any reimbursements are due to the employee.
- 17) As with domestic travel, PTB foreign travelers are required to submit actual receipts for lodging, meals, passports and incidentals, including expenses associated with foreign cash exchanges.
  - a. Foreign exchange rates will be based on those posted at the Federal reserve Bank of New York's website, [www.ny.frb.org/markets/fxrates/noon.cfm](http://www.ny.frb.org/markets/fxrates/noon.cfm).
  - b. Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States and shall terminate on the date and time of departure from the foreign country to the United States.
- 18) A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of PTB may continue to receive reimbursement during this period of illness or injury until such time as he or she is able to perform the official business of PTB or returns to his or her official headquarters, whichever is earlier.
- 19) When an officer, employee or other authorized traveler away from Port Tampa Bay headquarters on personal time is required to travel because of an emergency situation, the following shall apply:
  - a. The traveler may be reimbursed for travel expenses incurred in traveling from their actual point of origin to their point of destination, which may be their official headquarters.
  - b. If personal circumstances necessitate the traveler to return to their actual point of origin after the emergency situation has ended rather than returning to or staying at their official headquarters, the traveler may be reimbursed their travel expenses to return.
  - c. If the traveler is able to return to or remain at their official headquarters, they may only be reimbursed the excess of their necessary travel expenses for the emergency situation over what they would have incurred for their own personal convenience. Detail of the cost shall be provided showing the net cost of what the traveler would have incurred against their actual cost of returning.
  - d. If the traveler has incurred certain unrecoverable costs associated with personal plans and is unable to carry out such plans due to an emergency situation, such costs that are not recoverable may be reimbursed by the agency. Such costs must be documented in the traveler's reimbursement request.

- e. The traveler's reimbursement request shall contain a thorough explanation of the emergency situation that necessitated their travel.
- 20) An item or expense in an individual situation may be within the intent of this policy but not specifically addressed. Any item(s) not covered in this policy or associated forms must be approved prior to the expenditure by the Port President and CEO or his designee.
- 21) Failure to adhere to these policies may result in disciplinary action up to and including termination of employment.

. Any item(s) not specifically covered in this policy must be approved in advance and prior to the expenditure by the President and CEO.

All PTB employees are required to sign a letter of acknowledgment each February stating they have read PTB's most recent employee expense and documentation policies. New employees will also be authorized to sign an acknowledgment letter regarding PTB expenses and documentation policies. The Vice President of Human Resources or the CFO will inform PTB employees of any new revisions of this policy as they are implemented.

Port Tampa Bay reserves the right to discontinue or amend this policy at any time with PTB Board of Commissioners approval...

APPROVED: \_\_\_\_\_



DATE: \_\_\_\_\_

8/15/17

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