

Attachment A - New Proposed PI 306

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 306

Formerly PI 210.3

Effective: June 22, 2006

Revised: January 26, 2012

January 22, 2014

January 24, 2018

SUBJECT: REIMBURSEMENT OF EXPENSES RELATED TO TRAVEL, LODGING, AND MEALS IN CONJUNCTION WITH SEMINAR, CONFERENCE OR MEETING ATTENDANCE

SCOPE: This policy applies to all employees, Board of Directors, appointed officials, or others traveling on official business at the request of the District. The provisions of this Policy Instruction regarding expense reimbursement are intended to result in no personal gain or loss.

IMPLEMENTATION:

Whenever District employees, Board Members, appointed officials, or others approved by the District desire to be reimbursed for out-of-pocket travel expenses related to District business, they shall submit their request on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District related purpose for the expenditure(s), and receipts evidencing each expense shall be attached. The Director of Finance and Administration or the General Manager will review and approve reimbursement requests.

POLICY:

1. The decision to send an individual(s) to a seminar, conference or meeting will be made by the General Manager. When making a request to attend a function the employee will provide justification and an estimate of the cost.
2. Transportation expenses incurred by an employee to attend a seminar, conference, training, or meeting approved by the General Manager will be reimbursed in accordance with PI 305 TRAVEL BY PRIVATELY OWNED VEHICLES, if applicable. A commercial flight, rental car, or other form of transportation is required to attend the approved event, the most economical form of transportation must be utilized. After approval of the travel by the General Manager, the ticket should if possible be booked using the District's credit card. Any transportation expenses that are not payable in advance (rental cars, hotels) may be charged to an individual's credit card; however, all documentation must be submitted for reimbursement.

3. Every effort must be made to obtain receipts for travel expenses such as cabs, subways, parking and tolls. Those receipts will be submitted along with the Travel and Expense Report within two weeks of the trip to receive reimbursement. Travelers may also use an approved expense reporting Apps (such as Expensify) as approved by the Director of Finance and Administration.
4. If lodging is in connection with the event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. When lodging is not available in conjunction with the event, government or group rates at a mid-price range hotel will be reimbursed, not to exceed IRS reimbursement rates. Receipts are required for reimbursement.

5. Meals and Incidentals:

- a. The District will pay for District traveler's meals during authorized travel up to the per diem amount per the United States General Services Administration (GSA) (www.gsa.gov). The per diem amount is inclusive of all taxes and tips, and there are breakdowns for individual meals. The GSA website prorates first and last day of travel. The District expects travelers to prorate travel days per GSA breakdown.
- b. If meals are included in the cost of a meeting, conference or training, the District will not pay per diem for a meal that the employee elects to purchase from another source unless additional support is provided for such meal. Such additional support must sufficiently address that the meals provided do not meet the needs or taste of the traveler. An employee's general election to incur additional meal expense without reasonable justification does not qualify for reimbursement.
- c. This per diem methodology for meals that is limited to the GSA amount eliminates the need for employees to submit receipts. Thus the Travel and Expense Report only needs to include the per diem amounts but not the actual receipts. **This only applies to meals and incidentals, as all other travel expenses require a receipt to substantiate the purchase.**
- d. The District will pay for goods and/or services necessary for the completion of official business during travel. This includes expenses for things such as computer or internet usage.
- e. The District will not pay for in-room movies, optional recreational events (such as golf) at conferences, laundry/dry cleaning, alcohol, or any other items of a personal nature.
- f. A traveler may request an advance of the meal and incidental per diem per the requirements and limitations of this Policy Instruction. The request must be made one week before the date of travel. The per diem advance will be fully accounted for in the expense report filed upon their return.
- g. Meals are generally not to be paid with the District issued credit card since the District utilizes the per diem methodology which increases efficiency for the traveler/employees and the District in processing reports. However, if a District credit card is utilized, itemized receipts are required and expenses will be reimbursed on a cost basis not to exceed the applicable per diem amount.

6. Travel by Air. Travelers shall select the most economical method of transportation available. When selecting Air Fare the following shall apply:

- a. The District permits travelers to check one bag.
 - b. The District permits travelers to select the most economical air fare offered where the traveler selects his/her seat.
 - c. "Early Bird Check In" offered by Southwest Airlines is permitted.
 - d. When traveling by air with a leg of more than 2 hours, Travelers have the option of selecting priority, business, comfort, economy extra, etc. class seating when the cost is reasonable and has been approved by the General Manager prior to purchase. The District will not pay for First Class seating.
 - e. The District will reimburse employees for 50% of the cost for TSA Pre Check when authorized and pre-approved by the General Manager. (This policy only applies to District Employees)
 - f. Vehicle Parking: Travelers will use the least expensive parking facility available at the time of travel. The District does not reimburse for premium or covered parking unless that is the only parking available at the time of travel.
7. Nonessential expenses such as room service, health and fitness center, cocktails and movies will not be eligible for reimbursement. These costs should not be directly charged to your hotel room bill if at all possible. Spouses, partners, family members, etc are permitted to travel with employees. The additional cost for the meals, lodging and transportation of a spouse, partner, or family member will not be eligible for reimbursement. One short-duration (less than 15 minutes) long distance personal phone call per day to the employee's home may be charged to the hotel room bill.
8. All employees shall complete an expense report form within two weeks of their return from the trip. The expense report must be accompanied by all appropriate receipts and submitted to the Director of Finance and Administration.

Rick Stephens., President