

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

## PI NUMBER 305

Formerly PI 210.2

Effective: May 28, 1998

Revised: August 26, 1999

January 23, 2004

April 24, 2008

January 26, 2011

**SUBJECT:** TRAVEL BY PRIVATELY OWNED VEHICLES

**PURPOSE:** To establish policy for authorizing and reimbursing expenses incurred while traveling on District business using privately owned vehicles

### **POLICY:**

1. The Truckee Tahoe Airport District will reimburse its Directors, officers, employees, and agents for use of their privately owned vehicle (i.e.: automobile, airplane, motorcycle) as outlined in this policy, if use of said vehicle is in connection with the conduct of official District business.
2. The determination of official District business as it relates to Directors or the General Manager rests with the President of the Board, the Vice President of the Board in the absence of the President, or any Director in the absence of both. In an urgent situation, a Director may make a determination for their own travel, subject to later confirmation. The determination of official District business as it relates to officers, employees or agents of the District rests with the General Manager or President of the Board. Expenses to the District for Board of Directors training, education, and conferences should be kept within the annual budgeted amount.
3. Use of a Director's privately owned aircraft must be authorized by the Board of Directors. In an urgent situation, a Director may authorize use of their own aircraft, subject to later confirmation. Use of an officer's, employee's or agent of the District's privately owned aircraft must be authorized by the General Manager or President of the Board.
4. District Directors, officers, employees, and agents that utilize privately owned vehicles for District business will be reimbursed at the rate established by the Federal Travel Regulation per statute/nautical mile for the following types of vehicles:
  - a. Privately owned automobile: the published travel reimbursement factor currently issued by the Federal Travel Regulation each calendar year (2012 = \$.555);
  - b. Privately owned motorcycle: the published travel reimbursement factor currently issued by the Federal Travel Regulation each calendar year (2012 = \$.48);
  - c. Privately owned aircraft: the published travel reimbursement factor currently issued by the Federal Travel Regulation each calendar year, for all nautical miles not to exceed 1,000 nautical miles. Mileage expenses beyond 1,000 nautical miles per trip will be borne by the individual Director, officer, employee or agent (2012 = \$1. 29). The

amount reimbursed by the District for a flight in a private aircraft shall not exceed the amount the lowest priced comparable commercial ticket. The Director, officer, employee or agent requesting reimbursement for travel in a privately owned aircraft will be required to submit documentation from the internet showing pricing for a comparable ticket, and the General Manager shall have the final determination as to whether a trip may be made in a privately owned aircraft.

5. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls and winter plug-ins is authorized for travel under items 4.a. and 4.b. above, for travel over the most direct route between the Truckee Tahoe Airport and destination(s) involved. Fuel, oil, insurance, and maintenance costs shall not be reimbursed. The most direct route shall be determined from actual odometer readings, or as published in standard road maps produced within the United States.

Reimbursement for landing fees, tie down fees, winter plug-ins, but not for maintenance nor fuel, are authorized for travel expense reimbursement under item 4.c. above, for travel over the most direct route between the Truckee Tahoe Airport and the destination(s) involved. Reimbursement for hangar expenses at the distant airport must be specifically authorized prior to travel and will not normally be approved. The most direct route, consistent with safety, shall be determined by using VOR, low altitude calculations provided by GTE DUATS, FlightStar, or other commercially available flight planning program. All reimbursements under this section are subject to the maximum per trip amount discussed in section 4c.

6. Vehicle allowances provided to employees or Directors are intended to provide compensation for travel within the boundaries of the Airport District. Where an employee or Director is provided a monthly vehicle allowance as a condition of employment or by contract, such employee or Director shall be compensated for actual fuel expenses incurred in the course of their travels for approved District travel and training activities. When available, such employees may utilize a District owned vehicle for approved travel purposes.
7. In addition to the above, District Directors, officers, employees and agents will be reimbursed for all other transportation costs incurred for travel on District business, including but not limited to rental cars, commercial airline coach or business fares, taxis and shuttles.
8. Passengers accompanying District Directors, officers, employees or agents on travel for District business are not authorized reimbursement. Only the owner, driver, or pilot of the vehicle used will be reimbursed for travel costs incurred.
9. Request for reimbursement for travel expenditures will be made on appropriate Travel Expense Report forms issued by the District.

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**J. Thomas Van Berkem, President**