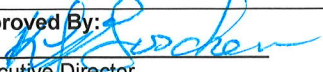
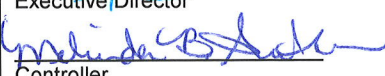


<b>Approval Required:</b> (check box) <input checked="" type="checkbox"/> Commissioners (Policy) <input checked="" type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Director	<b>Approved By:</b>  Executive Director  Controller	<b>Approval Reference:</b> (if applicable) Port Resolution 18-1171  <b>Effective Date:</b> September 9, 2014, Revised October 16, 2014, Revised February 12, 2016, Revised June 12, 2017, Revised April 23, 2018
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## I. PURPOSE

This policy applies to Port of Port Angeles Commissioners and Port employees traveling or incurring expenses on Port business.

The purpose of this policy is to define allowable Port business expenses and establish protocols for incurring and obtaining reimbursement for reasonable travel, local Port business expenses, and educational expenses when engaged in official Port business. It is expected that costs incurred are reasonable and necessary.

## II. POLICY

(Per Resolution 18-1171 Travel Policy.)

It is the policy of the Port that all Commissioners and employees of the Port of Port Angeles (hereafter, collectively referred to as "Port Personnel") shall receive their reasonable and necessary travel and other business expenses when engaged in official Port business.

## III. PROCEDURE OVERVIEW

As a general rule, all travel and business expenses must be claimed by the person incurring the expenses. Itemized receipts are required along with supporting documentation. If expenses also cover other Port Personnel, then the documentation must clearly show who participated in the event/meal. In the event the Port has prepaid expenses for which services are not ultimately rendered, the Port Commissioner or employee is responsible to obtain the related charges or refunds. This normally occurs in connection with pre-paid transportation or accommodation expenses, where the itinerary or method of travel may require last-minute changes after purchase and payment.

Travel expenses while on Port business should be paid for using the Port issued charge card if available. If a Port charge card is not available, Port Personnel may pay travel expenses with a personal credit card, cash or check and thereafter make a claim for reimbursement. A detailed receipt is required in addition to the form of payment (credit card slip, cancelled check).

Travel advances may be obtained by submitting an authorized Travel Advance Request Form to the accounting department. Expense details must be accounted for on a Travel-Expense Claim Form to settle the advancement of funds with the actual expenses incurred during the course of travel.

#### **IV. TRAVEL PLANNING**

##### A. Authorization:

Port employee travel outside Washington, Oregon and British Columbia, Canada must be approved in advance, and approval should be in writing, by the Executive Director. Employee travel within Washington, Oregon and British Columbia, Canada must be approved in advance, and may be approved verbally or in writing by the department director or the Executive Director. In the event travel is authorized verbally, the signed and approved Travel Expense Claim form will serve as proof of authorization.

Commissioner travel within Washington, Oregon and British Columbia, Canada does not require approval from the Port Commission. Commissioner travel outside Washington, Oregon and British Columbia, Canada must be approved in advance by the Port Commission.

Port Personnel travel expenses in excess of \$5,000.00 per individual must receive prior Commission approval.

##### B. Domestic Travel:

Travel to British Columbia, Canada as well as travel within the United States is treated as domestic travel for purposes of this policy.

##### C. International Travel:

With the exception of travel to British Columbia, Canada, all international travel must be authorized in advance by the Executive Director as to Port employees and by the Port Commission, in an open public meeting, as to Commissioners.

Please see 'Section XI. Travel Insurance' for further guidance.

##### D. Travel Reward Programs:

Travel reward programs such as frequent flier mileage, certificates for travel when bumped from a flight and hotel points programs are recognized as the Port Personnel's personal property. In no instance should the acquisition of such rewards cause the Port to incur additional expenses.

#### **V. ALLOWABLE EXPENSES**

##### A. Receipts and Documentation:

In general, itemized receipts are required for all expenses over \$25.

Original receipts and supporting documentation must be retained for six years to comply with the State of Washington records retention schedule. The Port business purpose and location for all expenditures must be explained and documented.

### B. Business Travel Combined with Personal or non-Port Travel:

Personal/non-Port charges on Port charge cards by Port Personnel constitute a lending of the Port's credit, and thus are strictly prohibited. Any misuse that results in a suspected or actual loss will be reported to the State Auditor's Office and could include revocation of the charge card and other progressive measures as deemed appropriate.

### C. Clear Separation Between Port Business and Non-Port Business Travel:

Any time travel to a destination for Port business is combined with non-Port travel before and/or after the duration of travel for official Port business, all services rendered on a Port issued charge card must start and stop on the start and end date of Port business travel. Utilizing any services during the extended duration involving personal or non-Port travel, such as lodging, rental car, parking and meals, must be billed separately and paid for personally.

Any time air travel to a destination for Port business is also combined with personal or non-Port travel before and/or after the duration of travel for official Port business, the air travel costs must be properly segregated between the Port business and personal or non-Port travel portions. The Port business portion should be charged to the Port travel charge card. All personal or non-Port related costs must be charged separately to a personal charge card, at the time of incurring the costs. For example, charges may be segregated by a travel agent or a customer service representative of a travel provider to comply with this requirement.

Combined business and extended personal or non-Port travel, and time away by Port employees must be authorized in advance by the Executive Director. The Port assumes no responsibility or liability for personal or non-Port travel taken in conjunction with Port business travel.

## **VI. Air Travel**

### A. Flight Class:

Authorized air travel arrangements shall be "Coach Class" or equivalent.

### B. Exceptions:

The Executive Director for Port employees or the Port Auditor or Deputy Port Auditor for Commissioners may authorize a class change to economy plus if available, business or first class or equivalent under the following conditions:

- When it is essential to conduct Port business during the travel route with a customer who is ticketed in a class other than coach.

- Where the scheduled flight time, including connecting flights and change of planes, is in the excess of 10 hours.
- When regularly scheduled flights between origin/destination points provide only economy plus, business or first-class accommodations, in which case the least cost upgrade would be allowed, or when time is of the essence and no coach class or equivalent rate or space is available.
- When a special condition or circumstance exists such as a physical or medical condition, or carry-on requirements (packages or equipment), which cannot be accommodated by coach class travel, or if the Commissioner or employee will be immediately conducting business upon arrival.
- When the class change results in an overall cost savings to the Port by avoiding additional subsistence costs, overtime or lost productive time while awaiting coach-class accommodations.

### C. Group Travel:

When traveling on Port business with a group, such as a trade or study mission, the traveler should attempt if possible to travel together with the group.

### D. Cost vs. Reasonable Flight Itinerary:

The most economical airfare should be purchased that also provides a practical flight itinerary and meets the requirements of the trip, with a preference for non-stop flights. Total cost consideration can also weigh the advantages of airline frequent traveler benefits, such as baggage charge waivers and business travel efficiency. Inquiry must be made about government discounts, travel agent discounts, and special rates when making reservations, as applicable. Port Personnel must provide legitimate Port business justification where airfare purchased is notably higher than the lowest available fare providing a reasonable flight itinerary.

### E. Travel to the Airport:

To ensure the safety and alertness of Port Personnel travelling to and from SEA-TAC airport, hotel accommodations are allowed the night before a flight that departs before 12pm or arrives after 7pm.

### F. Flight/Itinerary Changes:

When necessary, Port Personnel may change an itinerary for legitimate Port business reasons. Reimbursement claims for change fees shall be reviewed by, and may be approved by, the Executive Director as to Port employees and the Port Auditor or Deputy Port Auditor as to Commissioners. Any reimbursements or payments received as a result of the change must be submitted to the Port. Ensure the carrier/service provider makes all payments payable to: "Port of Port Angeles."

All change fees or other charges imposed for changes made by Port Personnel to the itinerary for personal or non-Port related reasons, whether in advance of travel or while

travelling, are the personal responsibility of the traveler. Reminder, personal or non-Port charges are prohibited on Port charge cards.

### G. Excess Luggage/Baggage:

Charges for excess business or personal/non-Port luggage are not allowed unless it is necessary to carry out official Port business and at a reasonable cost.

### H. Chartering or Renting a Plane:

Port Personnel may choose to charter or rent a plane for travel to meetings and events in Washington, Oregon and British Columbia when it alleviates scheduling constraints and proves to be more time efficient. Prior approval of the Executive Director is required along with justification of expense.

When Port staff is available to pilot the plane, insurance coverage through Rite Bros. Aviation will be obtained.

## **VII. Lodging**

### A. Accommodations:

Authorized lodging accommodations shall be 'Single Occupancy', except when spouses/domestic partners are required to accompany Port Personnel for Port business reasons. Use of prudence is required when selecting accommodations (hotel, motel, residence inn, etc.) appropriate to carry out the Port business purpose of travel. The location, conference hotel, overall costs, availability and quality of facilities must also be taken into consideration. Lodging will be reimbursed at cost when accompanied by an itemized receipt from the place of stay and an approved travel authorization.

### B. Same Day Travel:

To ensure the safety and alertness of Port Personnel travelling to a conference/meeting/training where they would have to leave their worksite or home address (whichever is less) before 7 am, hotel accommodations are allowed and reimbursable. Similarly, if a Commissioner or employee concludes a conference/meeting/training after 7 pm, hotel accommodations are allowed and reimbursable.

### C. Discounts:

Inquiry should be made about any special rates or discounts available to the Port by the lodging establishment or service provider.

### D. Resort or Fitness Facility Fees:

Resort or facility use fees, such as for a fitness center, included in the standard rate or imposed by the hotel or place of stay are covered as a Port business-related lodging expense. However, 'discretionary' guest fees for the use of facilities offered by the hotel or place of stay are a non-allowed, non-reimbursable business expense.

### E. Hotel Parking:

Actual expenses incurred for hotel parking, as appropriate, are allowable. Original receipts must accompany reimbursement requests. The cost of parking charges at the hotel must be considered when deciding whether to rent a vehicle while travelling. Valet parking will be reimbursed at the self-park rates unless self-park is full, it is the only available parking, or it is approximately the same rate given the length of stay or need for in/out access.

### F. Non-Port Expenses:

All personal or non-Port expenses included on a lodging bill must be paid separately and personally, at the time of checkout by the Port Commissioner or employee. Request must be made to have the business and personal/non-Port charges split into separate bills for payment. Reminder, personal or non-Port charges are prohibited on Port charge cards.

## **VIII. Rental Vehicles**

### A. Need for Vehicle:

When necessary to carry out Port business, a rental vehicle may be authorized while travelling. The Port business need for use of a rental vehicle must be substantiated and documented. If the event/purpose of Port business travel is held at the same location as the hotel or within reasonable walking distance, or if necessary travel is only between the airport and hotel, a rental vehicle is not allowed. In those situations, a shuttle van or taxi should be used.

### B. Vehicle Class & Costs:

A compact or mid-size vehicle should be rented, except when there are justified circumstances, such as customer, physical or group requirements. Authorized rental vehicle expenses include: the cost of rental, mileage, gasoline, and insurance as specified under Insurance Protocols.

### C. Rental Vehicle Insurance Protocols:

The Port's auto insurance policy covers Port Personnel for both liability and physical damage while renting a car for Port business in both the United States and Canada. If a loss should occur while renting a car on Port business, the Port's auto insurance policy is primary and an employee's personal auto insurance will be secondary or utilized on an excess basis. Port Personnel are encouraged to confirm and read their personal auto insurance policy as it pertains to renting a car for business purposes.

Port Personnel must 'decline' the Supplemental Liability Insurance offered by the rental car agency and the Loss Damage Waiver (or the Collision Damage Waiver) as offered. Any other insurance offered by car rental companies must be declined as these insurance costs will not be reimbursed.

### D. Payment Method:

Vehicle rentals while on Port business should be paid for using the Port issued charge card if available. A copy of the rental contract must be included with other receipts upon filing a travel expense report. If the Commissioner or employee does not have a Port-issued charge card, a personal credit card can be used.

### E. Accidents & Driver Safety Policy:

In case of an incident, the appropriate authority such as local Police and the rental agency must be informed. The Port's Administrative Office must also be informed within 24 hours following an incident. An Accident/Incident Report Form will be completed by the Port employee within 48 hours of the accident.

### F. Rental Vehicle Usage:

Rental vehicles shall be used for Port business purposes only; however, depending on the location, approximately 30 mile radius within the vicinity may be considered de minimis personal use (drive to a restaurant, shopping center, local point of interest, etc.).

## **IX. Business Meetings/Conferences/Seminars/Training**

'Business Meetings' are defined as meetings with Port customers or potential customers or of official groups in which the Port holds memberships or is otherwise affiliated for the purposes of promotion, education, research or joint action. Legitimate expenses may include, but are not limited to, registration fees, printed materials, business phone calls, baggage handling, or such other miscellaneous items as may be reasonable and necessary in order to participate in the official proceedings.

### A. Business Need:

The travel authorization must document legitimate Port business purpose for attendance. The cost of the travel must be considered as part of the decision to attend. Inquiry should be made whether the same business meeting, conference, seminar or training will be provided in-state and/or via teleconference or internet. If the same business meeting, conference, seminar or training is available in-state or online, attendance should be in-state or online, unless job requirements or circumstances preclude that or out-of-state attendance is an integral and necessary part of the job. Documenting the basis for the decision to authorize travel out-of-state is required.

### B. Arrangements & Costs:

Business meetings, conference, seminar and training arrangements may be made by the attendee or by administrative staff. Necessary and reasonable business expenses are reimbursable at cost when proper authorization to attend is received. Other miscellaneous expenses related to, authorized travel may be reimbursed as incurred when accompanied by receipt and justification.

## X. Meals

### A. Meal Expenses:

Meals while traveling on Port business should be based on reasonable costs for the area of travel. The following provisions apply to meal reimbursement:

1. In general, the Port's preference for meal reimbursements will be based on an itemized receipt. However, in an effort to create efficiencies in the reimbursement process when Port business travel requires overnight lodging, the Port will allow Port Personnel to choose between providing itemized receipts or receiving GSA per diem allowance for the area of travel. However, when a Port issued credit card is used, Port Personnel must provide detailed receipts.
2. In the event an itemized receipt is not available, the following options are available:
  - a) Port Personnel may submit a "Substitute Receipt" form which can be found in The Commons/Admin/forms/Travel Expense & Promo Hosting folder; or b) Port Personnel may elect to be paid the GSA per diem allowance. In any case, no reimbursement may exceed the GSA per diem allowance for the area of travel. Current federal per diem meal rates can be found at <http://www.gsa.gov/portal/category/100120>.
3. Meals should not exceed approximately 200% of the federal per diem rate in the area of travel. If the meal costs exceed 200% of the federal per diem meal rate for the area of travel, Port Personnel must provide a legitimate business reason and receive the written approval of the Executive Director or Director of Finance. If a legitimate business reason and approval is not provided, Port Personnel will pay the difference or not be reimbursed.
4. If the travel includes international locations, the Department of State Foreign Per Diem rates may be used. Those rates can be found at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).
5. If an employee or Commissioner deems it is more beneficial to the Port to have a meeting with colleagues, business partners, consultants or to work remotely versus attending a prepaid conference meal, the employee or Commissioner should provide an explanation when requesting a meal reimbursement which is substituted for a conference meal. The Port also recognizes that continental breakfasts are not always a healthy or acceptable option; in this case an itemized receipt for the substitute meals is required.
6. Reimbursement for business meals on the first and last day of travel will be allowed per the following schedule:



Summary of Overnight Travel Scenarios: Travel Time	Breakfast Reimbursed	Lunch Reimbursed	Dinner Reimbursed
Leave before 7am	Yes	Yes	Yes
Leave after 7am, before 12 pm	No	Yes	Yes
Leave after 12pm, before 7 pm	No	No	Yes
Return before 12pm	Yes	No	No
Return after 12pm, before 7pm	Yes	Yes	No
Return after 7pm	Yes	Yes	Yes

7. Reimbursement for business meals during same day travel will be allowed per the following schedule:

Summary of Same Day Travel Scenarios: Travel Time	Breakfast Reimbursed	Lunch Reimbursed	Dinner Reimbursed
Leave before 7am return before 1 pm	Yes	No	No
Leave before 7am return before 7 pm	Yes	Yes	No
Leave before 7am return after 7 pm	Yes	Yes	Yes
Leave before 12pm, return after 7pm	No	Yes	Yes
Leave before 12pm, return before 7pm	No	Yes	No
Leave after 1pm, return before 7pm	No	No	No

8. Meal reimbursements for same day travel are considered taxable employee benefits and will be paid through payroll. If business was conducted during the meal, the meal reimbursement is not taxable (IRS Publication 15-B). Please refrain from charging a taxable meal on a Port charge card since it will be reimbursed through payroll.
9. Promotional hosting and business meals are excluded from these requirements.

**B. Combined Employee Expenses:**

In general, Port Personnel may not pay expenses of other Port Personnel and be reimbursed for such expenses, unless they are a participant in the same event and it is necessary for practical purposes such as a combined restaurant bill or hotel expenses of staff attending the same event. Itemized receipts are required along with supporting documentation clearly showing who participated in the event/meal.

**C. Business Meal Expenses:**

If an employee or Commissioner deems it is more beneficial to the Port to have a meeting over a meal with a colleague, business partner, consultant or customer, the actual expenses will be utilized for reimbursement. The business purpose and names and titles of the attendees must be substantiated on the Travel Expense Claim form and receipt.

**D. Meals While Not Travelling:**

Expenses incurred for meals and refreshments exclusively between and among Port Personnel are not reimbursable while not travelling, except that expenses for meals and refreshments may be reimbursed for official Port business purposes as follows:

- Meals and refreshments consumed for Port staff meetings or Port Commission retreats, workshops or meetings lasting more than a half day or extending past 1pm for lunch and 6pm for dinner.
- Meals and refreshments consumed on-site when an integral part of a job-related meeting (consultant, attorney or business partner is present and business is continued through the meal period), conference, convention or training.
- Working meetings with or between Port Commissioners, where Port business schedules necessitate.
- Meals to encourage voluntary participation over the lunch hour to participate in a business meeting, training or other information gathering.
- Occasional meals and refreshments to facilitate working late (in excess of 10 hours) or weekend hours (in excess of 6 ours) to meet deadlines or complete an important project, grant application, etc.
- Department level recognition meals per the Port's Employee Recognition Policy.

### E. Special Exceptions for Working Meals:

Expenses incurred for meals and refreshments during a public safety emergency, storm, or event that requires deployment of Port Personnel, where it is not in the public safety interest for them to leave their assignment for meal breaks, may be reimbursed when approved by Executive Director.

### F. Not Allowable & Non-Reimbursable:

Alcohol is not reimbursable, unless such expense is incurred during promotional hosting activities. Refer to Port Policy on Promotional Hosting for appropriate guidelines. Occasionally, when a meal is provided and paid for as part of a conference, training, seminar or a lodging package, costs for a related meal elsewhere are not allowable unless sufficient justification is provided and it is approved by the Executive Director for Port employees, or the Port Auditor or Deputy Port Auditor for Port Commissioners.

## **XI. Travel Insurance**

Travel insurance is not an allowable or reimbursable Port business expense.

### A. International Travel:

Before traveling outside of the country on Port business, contact the Port's Director of Finance or HR Manager to obtain a Foreign Travel Insurance Card and to understand the claim process for health care services. The Port provides Travel Accident and Sickness Insurance Coverage for Port Personnel traveling outside of the United States on Port business. The insurance policy provides 24-hour protection for Port Personnel for medical and other emergency needs.

## **XII. Foreign Travel Documents**

### A. Visa:

For all foreign travel that requires an entry visa, the Port will reimburse for the cost of obtaining a business visa.

### B. Passport:

The Port will not normally allow costs for passport expenses, with the exception for Port Commissioners or any other situations approved in advance by the Executive Director. Regardless, it is the responsibility of the traveler to ensure that the passport is valid for the travel period as required by the country of destination.

## **XIII. Miscellaneous Expenses**

Necessary and reasonable miscellaneous expenses are reimbursable at cost when accompanied by receipts and Port business justification.

### A. Phone/Fax/Internet:

All such business-related expenses are reimbursable at cost. Within the continental United States, one reasonable-length toll charge personal phone call per day is reimbursable. 'Reasonable-length' is generally considered approximately 10 minutes. For travel outside the continental United States, one toll charge personal call is allowed every two days. Receipts are required for all phone/fax/internet expenses. Airplane phones should be used only when absolutely necessary for Port business that cannot wait until after the plane lands.

### B. Laundry and/or Dry Cleaning:

Laundry and dry cleaning costs are allowable when travelling in excess of five days. Reasonable costs are reimbursable when accompanied by a receipt, and should be based on the number of days and the location of travel.

### C. Tipping/Baggage Handling:

Reimbursement will be made for customary tips and gratuities. Tips for meals are authorized at up to 20% and are to be included as part of the meal cost. Tips of a nominal amount are authorized for taxi drivers, bellhops, housekeeping, parking attendants, etc. All tips than for meals, are to be accounted for as miscellaneous expenses. If available, receipts should be attached to the Travel Expense Claim Form.

### D. Public Transportation (airline, railroad, bus or waterborne):

The passenger copy of the transportation itinerary or ticket must be submitted to receive reimbursement.

E. Loss Incurred While Traveling:

The Executive Director may, in his/her discretion, authorize the reimbursement of up to \$1,000 to Port Personnel for costs incurred as a result of property damage or loss suffered by Port Personnel during travel for official Port business. Any such claim by the Executive Director shall be reviewed and may be approved by the Port Auditor or Deputy Port Auditor.

**XIV. PRIVATE VEHICLE USAGE AND MILEAGE**

Port Personnel are encouraged to use a Port vehicle for Port business whenever possible. However, an employee may be authorized to use his/her private vehicle for conducting Port business as determined by the Executive Director. If a Port vehicle is not available, reimbursement for mileage shall be based upon the Internal Revenue Service mileage reimbursement rate for business miles in effect at the time of travel. In the event the employee prefers to use his/her private vehicle for out-of-town travel in lieu of an available Port vehicle, the employee shall receive prior approval to be reimbursed for mileage.

For all private vehicle mileage reimbursement requests, details on the date of travel, the starting and ending destinations, the purpose of travel, the miles driven, tolls and parking costs incurred must be provided and recorded on a Travel Claim Expense Form. Private vehicle mileage will not be reimbursed unless the driver has a valid and properly classed driver's license.

A. Regular Commute: For the purposes of this policy, an employee's regular commute in his/her private vehicle to and from his/her regular work station during the regular work week of Monday through Friday is not eligible for mileage reimbursement. Additionally, an employee's regular commute is also not considered to be 'Port business' and therefore not subject to the insurance (section IXV. B.) provision below.

For exempt Port employees, mileage will be reimbursed for commuting to a Port facility when weekend work of at least two (2) hours is required.

B. Insurance:

Port Personnel who use their private vehicle for Port business shall have a valid driver's license and vehicle insurance to protect the Port in the event of an accident. In the event of an accident or loss while driving a private vehicle on Port business, the following will occur:

- The Executive Director and, as applicable, the employee's immediate supervisor will be notified of the accident or loss within 24 hours.
- The Commissioner's or employee's automobile insurance will be viewed as the primary insurance since the insurance follows the automobile. The Port's insurance policies may provide coverage in the event that the primary auto insurance policy is not adequate.

- If a Port employee is injured in an auto accident while on official Port business, the employee is covered by the Port's worker's compensation coverage through the Washington State Department of Labor & Industries ("L&I").
- Any injured passengers in the private vehicle driven by a Port Commissioner or may be covered by the driver's auto insurance, unless the injured passenger is a Port employee, in which case coverage through L&I would apply.
- An Accident/Incident Report Form shall be completed by the employee or Commissioner within 48 hours after the accident or loss, or as soon thereafter as is practicable.

When a Port vehicle is available, Port Personnel are strongly encouraged to utilize the Port vehicle for Port business.

## **XV. TRIP INTERRUPTION**

### A. Extended Stay:

While travelling on Port business, the stay may be extended or cut short at the hotel if travel plans are changed due to reasons defined in the following section.

### B. Travel or Event Cancellation:

Every reasonable effort must be made to transfer paid travel or event reservations for attendance by another Port representative, with the exception of Port Commissioners who may only transfer event reservations to another Commissioner.

Port Personnel scheduled to travel or attend an event on Port business may cancel without personal cost under the following unforeseen emergencies and conditions:

- Essential Port or Commission business
- Bereavement leave
- Military leave
- Jury duty leave
- Becomes ill or disabled before or during the Port business travel
- Family medical leave
- An immediate family member is injured or becomes ill and requires the care of the Port commissioner or employee.
- Severe weather conditions.
- Employment termination.

Other documented situations, such as legitimate unforeseen business schedule conflicts, as deemed appropriate by the Executive Director for Port employees.

## **XVI. TRAVEL TIME COMPENSATION FOR FLSA NON-EXEMPT EMPLOYEES**

The time Port employees spend commuting to and from their regular place of work each day is not work time; thus, employees are not compensated for this time. Work time

does include time spent traveling to another location for a special assignment, travel for an emergency outside the normal working hours, and time spent traveling during regular work hours as part of the employee's principal job duties. Overnight travel or travel away from home is work time when it cuts across the employee's normal workday and/or requires the employee to work on weekends or days when he or she would not otherwise be required to work. Regular meal periods and time spent sleeping or in other leisure activities while traveling is not work time, and employees are not compensated for this time.

## **XVII. HOW TO OBTAIN REIMBURSEMENT**

Reimbursement claims shall be made by submitting a completed Travel Expense Claim form, a copy of which is attached hereto as **Exhibit 1**.

Instructions for completing Travel Expense Claim form:

- When practical, all Port charge card expenses should be submitted by the 15<sup>th</sup> of the month on a Travel Expense Claim form to support the processing of credit card statements.
- Complete and approved Travel Expense Claim forms must be submitted to the accounting department within 30 days after the end of your travel.
- Expenses must be individually itemized by date and type of expenditure with expense descriptions included for items listed under dues, miscellaneous, or other non-specific categories.
- Expenses must be supported by receipts, documents, or other evidence which is specifically required.
- If a conference or training was attended, please attach a detailed copy of the agenda to the Travel Expense Claim form.
- Travel authorization must have appropriate levels.
  - International travel must be authorized by the Commission and supported by documentation, such as the minutes from the Commission meeting.
  - Out-of-state travel must be authorized by the Executive Director either on the expense claim form, by email or other correspondence.
  - Travel expense claims are approved by the employee's supervisor or the Port Auditor for the Port Commissioners.
  - If travel arrangements are made by the Executive Assistant instead of the employee, they may be approved by the HR Manager or Finance Manager.
- If a travel advance has been received and is outstanding, a Travel Expense Claim form must be submitted promptly within 15 days following the return from travel per RCW 42.24.150.
- Submit each complete and approved Travel Expense Claim form with appropriate receipts to the accounting department for processing. For travel outside the U.S., submit the Travel Expense Claim form in U.S. dollar amounts and provide documentation of the exchange rate.

## **XVIII. PROPRIETY OF TRAVEL EXPENSE CLAIMS**

In auditing the claim for technical compliance with statutory and Port procedural requirements, the Director of Finance is authorized to refuse payment of any expense claims, or portions thereof, which are not properly authorized or reimbursable, or which are not submitted in accordance with the requirements established in this policy.

## **XIX. REFERENCES**

- Resolution 18-1171
- Resolution 14-1087
- Resolution 14-1086 Incidental Expense Fund including Advance Travel Fund
- Policy – Incidental Expense Fund, Petty Cash & Advance Travel
- Resolution 13-1058 Issuance of Charge Cards
- Policy – Charge Cards
- SAO Memorandum dated May 14, 1987 Eating and Drinking at Public Expense
- Master Policy
- BARS Manual, section 3.8.2 Employee Travel
- IRS Publication 15-B
- RCW 42.24.090 Reimbursement Claims by Officers and Employees
- RCW 42.24.115 Charge Cards for Officers and Employees' Travel Expenses
- RCW 42.24.120 thru 42.24.160 – Advancements for Travel Expenses
- RCW 53.08.175 Commissioners, officers, and employees — Reimbursement of expenses
- RCW 53.08.176, Senate bill 5337 on reimbursement for travel and business expenses (per diems are allowed only when overnight lodging is required)