

II. FINANCIAL **POLICIES**

A. PURCHASING AND DISBURSEMENTS

PURCHASING

All purchases should be (1) reasonable and necessary; (2) documented and approved; (3) received and safeguarded; and (4) used solely for the public purposes/functions of the Commission.

Purchase requisitions are required for:

1. the purchase of any item or service over \$100
2. any repair to vehicles and/or equipment over \$500
3. a total purchase above \$1,500 with no single item costing over \$100
4. Professional Services over \$5,000

Purchases that **do not** require a purchase requisition are:

1. those through contracts signed by the Executive Director
2. reoccurring expenses such as (utilities and fuel purchases)
3. reoccurring membership dues
4. subscriptions previously approved by the Executive Director (documentation of approval should be maintained by employee initiating the purchase)
5. any purchase required by law such as (election cost, advertising cost, clerk of court cost, inspection stickers, etc.)
6. sponsorship initiated by the Executive Director and approved by him in Docstar.

All purchase requisitions should be loaded into Docstar for approval by the Executive Director or Director of Finance.

Estimated prices are sufficient in instances when the amount of time or material required is difficult to assess.

In an emergency when a purchase is necessary and no one is available for authorization, an emergency purchase can be made. The person making the purchase will turn in a completed requisition form containing a written explanation of the circumstances and a copy of the invoice.

All employees are required to fill out a Travel Authorization Form (TAF) for all overnight travel request. The TAF should be given to the Port Affairs Coordinator for assignment of a TAF number. The Executive Director approves all travel requests. All out of state travel is approved by the Executive Director and the Board of Commissioners.

Employees are required to provide itemized receipts for all purchases made including reimbursement purchases, purchases on Port Credit cards, or purchases on account. This includes, but is not limited to: purchase for supplies, materials, travel, lodging, and meals. See Itemized Receipt Policy for further details.

The Louisiana Public Bid Law (LA R.S. 38:2211-2261) is applicable to this agency. Bid documentation (e.g. solicitation letters, advertisements, bids/quotes, tabulation sheets, minutes, etc.) demonstrating such compliance are to be maintained and filed in an organized manner.

By virtue of approving this policy, the Board of Commissioners hereby adopts Part VII of La.R.S. Title 39 (La.R.S. 39:1702 et seq.) regarding cooperative purchasing under the Louisiana Procurement Code. The administration shall monitor and ensure that such purchases are made in compliance with all legal requirements.

For purchases/contracts made under the request for proposals (RFP) method, the administration shall establish appropriate scoring criteria and maintain documentation of its evaluations.

Related party transactions are strictly prohibited (i.e., transactions with any individual(s) or business that is “related” to a municipal official or employee).

Once the item has been received the employee who receives the purchase should document on the purchase requisition or receiving report/packing slip the date it was received and initial that they have verified all items listed have been received. If the employee does not have access to Docstar, then an email should be sent to the Accounting Specialist stating that the item/items have been received and the date they were received.

All documentation listed above should be attached to invoices in Docstar for final approval by the Chief Financial Officer before payment is made.

DISBURSEMENTS

All disbursements are to be made by check, direct deposit, or ACH payment. Cash payments are prohibited.

Employees shall seek secondary verification for all email request for or changes to: ACH payments, direct deposits, money orders, or purchase of gift cards. Secondary verification must be obtained in one of two ways: face-to-face or a phone call initiated by recipient. EMAIL IS NOT A SECONDARY VERIFICATION.

The accounts payable/disbursement function is centralized in the finance department and is under the supervision of the Director of Finance.

The supply of blank/unused checks is to be maintained in a locked closet in the Director of Finance's office and access is restricted to only authorized personnel.

The Accounting Specialist is responsible for processing all checks.

All vendor additions/changes are done by the Human Resources Analyst. The Accounting Specialist does not have access to the Vendor change module. A yearly report showing all vendor changes is approved by the Director of Finance.

After checks are processed, they are given to the Board of Commissioners and/or Executive Director for signature. All checks require dual signatures.

After checks are signed, they are given to the Legal/Projects Assistant who makes copies for project folders then checks are given to the Receptionist for mailing.

A listing of all invoices to be paid for the month are given to all Board Members for approval in the monthly meeting.

All documentation (e.g. purchase order, receiving report, invoice, bid information, quotes, etc.) supporting the disbursement should be kept together. The Accounting Specialist maintains all original documentation as well as the electronic equivalent in Docstar.

B. RECEIPTS

RECEIVING

TYPES OF REVENUE RECEIVED:

1. Ad Valorem tax
2. Lease Rentals
3. Detail Fees
4. Ramp Fees
5. Fuel Sales
6. Grants
7. Surplus Sales

Checks for deposit are typically received by mail. The Human Resource Analyst is responsible for retrieving the mail daily. All other cash or check payments are received by the Receptionist.

The Receptionist receives and logs all receipts in the Receipt Log. The Receipt Log is reviewed by the Director of Finance on a quarterly basis.

Airport collections are received by Airport Linemen. All airport collections must be by check or credit card, no cash payments are accepted.

All cash collections and airport sales paid by check are clearly documented on a pre-numbered 3-part receipt book.

1. One copy of the receipt is given to the customer;
2. One copy is attached to the deposit;
3. One copy remains in the receipt book.

The Port Commission maintains an employee theft insurance policy to ensure that all public funds are protected.

RECORDING

All deposits are given to the Accounting Specialist for Deposit. Deposits are done by scanning all checks into the bank remote deposit system. Deposits are done daily. After the deposit has been made the Accounting Specialist posts the deposits to accounting system.

RECONCILING

1. FUEL SALES

The Airport Lineman Supervisor completes the sales report daily. The Accounting Specialist reconciles the receipts twice a month on the 1st and 15th. The Accounting Specialist uses the volume sold to verify that all receipts are accounted for in the sales report.

The Director of Finance records the cost of goods sold, inventory, and reconciles the sales report summary to the general ledger once a month.

2. LEASE RECEIVABLE BALANCES

Each month, the lease receivable balance reflected in the general ledger is reconciled/agreed to the total of lease balance recorded in the receivable's module. Any differences are investigated and resolved immediately.

3. DEFERRED REVENUE BALANCES

Each month, the deferred revenue balance reflected in the general ledger is reconciled/agreed to the total of deferred revenue balance recorded in the deferred module. Any differences are investigated and resolved immediately.

C. BANK RECONCILIATIONS

Timely reconciliation of all bank accounts is done in a timely manner for appropriate controls over cash.

Reconciling the bank balance with the general ledger is done to ensure that 1.) all receipts and disbursements are recorded (an essential process to ensure the completeness and accuracy of the monthly financial statements); 2.) checks are clearing the bank in a reasonable time; 3.) reconciling items are appropriate and are being recorded; and 4.) the reconciled cash balance agrees to the general ledger cash balance.

1. The Executive Director receives the monthly bank statements unopened directly from the bank and reviews them for any unusual deposit or disbursement activity. Any unusual activity is immediately and thoroughly investigated and resolved.
2. After the Executive Director's review, the bank statements are given to the Human Resources Analyst who is responsible for reconciling the bank accounts within 10 days of receiving the bank statements.

State Law [Louisiana Revised Statute (R.S.) 10:4-406(d) (2)] allows a government entity 30 days to examine bank statements and cancelled checks for unauthorized signature or alterations. After 30 days, the municipality is precluded from asserting a claim against the bank for unauthorized signatures or alterations.

3. The Human Resource Analyst is not responsible for 1.) signing checks; or 2.) receiving and depositing cash or; 3.) authorizing disbursements.
4. The monthly bank reconciliations are completed, dated, and signed by the Human Resources Analyst and the Director of Finance who completes the final approval. The final approved reconciliation is maintained on file for subsequent review and audit.
5. All bank account balances are reviewed monthly to verify that they are fully secured and that the types of securities pledged by the financial institutions are in accordance with state law. (See R.S. 39:1221 for kinds of security and R.S. 39:1225 for amount of security.)

D. INSURANCE RENEWAL

Insurance prices shall be quoted at least once every five (5) years. Insurance prices may be quoted at any time when quality of service, consistency of rates and handling of claims is not satisfactory.

Request of renewal quotes will be prepared by the Port's insurance consultant, and negotiations with underwriters will be as follows:

120 calendar days prior to expiration, interested agents will advise the Executive Director in writing of the lists of markets they wish to approach.

90 calendar days prior to expiration, the Executive Director will inform each interested agent in writing which markets he/she may approach.

14 calendar days prior to the date of the monthly board meeting immediately prior to the expiration date, all quotes will be reviewed. Only firm quotations delivered in writing will be considered.

Any agent not adhering to these rules will be asked to withdraw from quotations and their interested markets divided among the remaining interested agents. At no time shall a market be solicited or approached without approval of the Executive Director in writing. In the event of such unapproved solicitation/approach, the offending agent will be asked to withdraw from negotiations, and any market not requested will be available to any interested agent. Under no circumstances shall a "broker of record" letter be granted.

Insurance quotes will be reviewed at the committee meeting immediately prior to the renewal date of the insurance.

Notwithstanding the details of procedures outlined above, the final decision as to the purchase or maintenance of the insurance program for the port will rest solely with the Board of Commissioners. The Board of Commissioners shall have complete discretion in the selection and purchase of insurance.

E. CASH, INVESTMENT AND DEBT MANAGEMENT

In accordance with the provision of R.S. 33:2955(D), as enacted by Act. No. 374 of 1995, the Greater Lafourche Port Commission hereby adopts this Investment Policy.

The Greater Lafourche Port Commission shall operate under the “Prudent Person” rule, exercising judgment and care, under the circumstances prevailing, which people of ordinary prudence would employ in the management of their own affairs - not in regard to speculation, but as to the permanent disposition of their funds, considering both income and safety of capital.

This policy is not intended to remain static. Normally, the Greater Lafourche Port Commission will review this policy at least annually and, if deemed advisable, recommend changes.

OBJECTIVES

The primary investment objective of Greater Lafourche Port Commission is to ensure that the current and future obligations are adequately funded in a cost-effective manner. The goals of this investment policy shall be safety of principal first, liquidity second, and yield third.

RESPONSIBILITY

1. Investments

The investment of funds shall be managed by Executive Director and the Director of Finance and may be accomplished by the selection of an investment manager(s). The selection must be approved by the Greater Lafourche Port Commission in accordance with the criteria established by the Greater Lafourche Port Commission. The investment manager(s) must acknowledge in writing his obligations as a fiduciary responsible for the investment of Greater Lafourche Port Commission’s assets.

Prospective investment managers shall be registered investment advisors with the Securities and Exchange Commission; a trust department of an institution that is insured by the Federal Deposit Insurance Corporation, that exercises trust powers in Louisiana, and that has a main office or a bank branch in Louisiana; or a trust company that has offices in Louisiana, that is regulated by the Office of Financial Institutions or the applicable federal agency, and that owes a fiduciary duty to act solely in the best interest of the political subdivision.

2. Reserves and Debt Management

The Commission recognizes that one of the keys to sound financial management is the development of formal financial policies that include policies related to reserves and debt management. This sentiment is echoed by bond rating agencies, investors and the Government Finance Officers Association.

The following reserves and debt management policies are designed to help protect the Commission's financial resources by:

- a. Promoting sound financial management;
- b. Ensuring prudent use of the Commission's debt issuance authority; and
- c. Prevent the Commission from overleveraging its available resources.

GUIDELINES

It is the financial policy of the Commission that finances shall be maintained and applied within the following guidelines:

- 1. Cash and Investments Balance** – maintain a minimum combined unrestricted cash, cash equivalents and investments balance of \$50,000,000; and
- 2. Investments-** will be invested in accordance with R.S. 33:2955.
- 3. Debt Management** - Maintain at least a 2.0x coverage of annual net revenues to annual debt service requirements. Net revenues will include all receipts and other income derived from the ownership or operation of the seaport facilities less operating expenses of the seaport facilities. For purposes of this calculation, operating expenses will exclude non-cash items such as annual depreciation. Annual debt service will be based on actual principal and interest payments during the year (i.e., not accrual based).

The Commission shall use these guidelines in relation to financial planning including funding of future capital improvements and the issuance of debt by the Commission.

F. BUDGET

The Greater Lafourche Port Commission, a political subdivision of the State of Louisiana, in many respects, operates as a private business. All financial transactions are organized and recorded in accordance with GAAP under the classification of Enterprise Fund. Revenues generated and expenses incurred are recorded on the accrual basis of accounting.

In order to establish a financial plan from which to operate, an annual budget shall be prepared. This budget will reflect staff's estimate of revenues, expenses, and expenditures, on a fiscal year basis.

1. Organization of the Budget

- a. The basic form of this document will consist of an estimate of revenues and an estimate of operating expenses, including depreciation.
- b. Additional components may include, but are not limited to, estimates of expenditures for capital outlay and expenditures for debt service.
- c. Budget detail shall consist of individual line items, grouped by category, which are representative of the kinds of revenues and expenses common to a public port. This information may be organized on a department level for the purpose of monitoring and control.

2. The Budgetary Process

- a. Estimating Revenues
 - i. The initial step in the budgetary process involves estimating the amount of revenues that can be expected to be available in the coming year.
 - ii. The Director of Finance will distribute to the appropriate personnel requests for input in each of the applicable budget operating revenue categories. The Director of Finance will complete the information for all non-operating revenue. The completed forms will be returned to the Director of Finance for further processing.
 - iii. Once the initial revenue projections have been completed, the Director of Finance will meet to review the information. Corrections and adjustments may be recommended. If revisions are suggested, they will be incorporated into the projection and a second review will be held. If no further revisions are required, the Director of Finance will prepare all documents needed for a complete revenue projection.

b. Estimating Expenses

- i. The Director of Finance will distribute to each of the Department Heads requests for input in each of the applicable budget expense categories. The Department Heads will be responsible for compiling the information on a line item basis, and returning it to the Director of Finance.
- ii. When all of the information is received and can be summarized, a draft of the expense budget will be prepared. The Department Heads will have an initial expense review meeting and decide if adjustments should be made. If adjustments are necessary, the Director of Finance will make the changes and a second review meeting will be held. If no further adjustments are necessary, the Director of Finance will finalize the expense projection and all related documentation.

c. Capital Expenditures

- i. Expenditures related to Major Maintenance and the acquisition of Property, Plant, and Equipment are all part of this category.
- ii. The Director of Finance will obtain all Capital Expenditure request from Departments Heads.
- iii. When the information has been summarized, a review meeting will be held to discuss the items and if changes are required, the Director of Finance will make the adjustments. After this, a second review meeting will be held. If no further changes are necessary, the Capital Expenditure budget request will be finalized and put in presentation format by the Director of Finance.

d. Debt Service

The Director of Finance will complete the information related to the section.

e. Review by Executive Director

When all information has been compiled, a draft of the budget document will be prepared. The Director of Finance will have a review meeting with the Executive Director to determine if adjustments should be made. If adjustments are necessary, the Director of Finance will make the changes to the budget document. Department Heads will be advised of the revisions and the justification for the revisions. The Director of Finance will prepare the final budget document.

3. Adoption of the Budget

- a. When staff has completed the development of the budget document, the Director of Finance will submit copies of the proposed budget to the Board of Commissioners for their review. The final budget document will be presented to the Board of Commissioners for adoption, no later than the month preceding the next fiscal year.
- b. Should the Board not approve the budget prior to the beginning of the fiscal year, one half of the amount of the previous years budget shall become effective until such time as a new budget can be agreed upon.

4. Budget Amendments

- a. As a means of monitoring and controlling these variances, the budget will be reviewed on a quarterly basis.
- b. When it is determined that overall revenues are projected to fall below the total budgeted amount by ten percent or more, a revised downward estimate will be presented to the board for approval. Conversely, should revenues be projected to exceed the budget by ten percent or more, an amendment will be offered to increase budget revenues by the corresponding amount.
- c. If at any time, current expenditures plus projected expenditures are expected to exceed the total of the approved budget by ten percent or more, a budget amendment will be prepared to increase the budget by the projected amount or to decrease expenditures by the amount necessary to ensure that total expenditures will not exceed those approved in the budget.

G. DELINQUENT RENTAL COLLECTIONS

When a lessee is 60 days delinquent in lease rental payments to the Port, the procedure shall be as follows:

1. A registered letter shall be sent to lessee placing lessee on formal notice of default
2. Lessee shall have 30 days to cure said default. Default shall be deemed cured if total delinquent rental is paid within the 30-day notice period.
3. If total delinquent rental is not paid within the 30-day notice period, the Commission shall pursue any of the rights of default given to it in the lease including lease termination.

H. ASSET INVENTORY PROCEDURES

1. Each person assigned a list of assets will monitor those assets for location and status change. If permanent location or status changes, complete a “Change” form and turn it in to April.
2. Assets being used by other personnel to be returned to an original location do not need a “Change” form but should be monitored by the person assigned the asset until returned. A sign out form can be used.
3. Each person assigned a list of assets is responsible for verifying that each asset on the computer printout is tagged, either with GLPC paper tags or some other form of inscription.
4. Any asset listed cannot be discarded and must be held in surplus. Surplus assets should be segregated from other assets and can be maintained at the monitor’s specific duty area, but must be brought to Galliano at the time of an asset sale.
5. Report any incidents of inability to locate assets to your supervisor. Random asset inventory checks will occur.

I. RIGHT OF FIRST REFUSAL/LEASING

GENERAL PROVISIONS

1. Right of First Refusal (RFR) and Lease requests are to be submitted by the last day of the month to be considered at the following month's regular meeting.
2. If extended, Port's offer to enter RFR or Lease agreement is valid for thirty (30) days from prospective lessee's receipt of the RFR or Lease agreement.

RIGHT OF FIRST REFUSAL ("RFR") AGREEMENT

1. A RFR Fee will be due within thirty (30) days from receipt of the GLPC's offer and is comprised of one month's expected rental.
2. RFR Fee will also incorporate one month's improvement rental if a bulkhead has already been constructed or is currently in the design or construction phase.
3. RFR Agreement will be valid from the date all parties have signed until one (1) year thereafter OR the date the property is deemed by the GLPC to be Useable (whichever occurs later).
4. The RFR applies to any bona fide Request for Lease covering the subject property, or any portion thereof, which the GLPC is prepared to accept.
5. Once presented by the GLPC with a Notice of Offer covering the subject property, or any portion thereof, the holder of the RFR shall have thirty (30) days to exercise the RFR.
6. If the RFR is exercised with respect to the entire subject property, the party will have thirty (30) days from receipt of the lease document to execute said lease and the RFR Fee will be credited toward the first month's rental.
7. If the RFR is exercised with respect to a portion of the subject property, the party will have thirty (30) days from receipt of the lease document to execute said lease and the proportionate RFR Fee covering the portion of the subject premises leased will be credited toward the first month's rental and the RFR with respect to the remaining portion of the subject property shall remain unaffected.

- a. Should the RFR **not** be exercised timely (either within thirty (30) days from receipt of a Notice of Offer or within the term of the RFR, as the case may be), the RFR terminates and the RFR Fee is forfeited to the GLPC.
- b. Should the RFR holder refuse to exercise the RFR when presented by the GLPC with a Notice of Offer covering the subject property, or any portion thereof, and the GLPC does **not** enter a lease with the third party submitting the offer upon which the Notice of Offer is based, then the RFR will remain unaffected.

LEASE AGREEMENT

1. If property leased is deemed Useable by the GLPC, rent shall be due upon execution of the lease by lessee.
2. If property leased is deemed Not Useable by the GLPC:
 - a. Lessee shall pay an Implementation Fee consisting of one month's expected rental which shall be credited towards future rental unless lease is terminated by lessee prior to the Commencement Date; and
 - b. Lessee shall be obligated to pay at least three (3) months' rent prior to terminating the lease
3. Lease will be executed and first month's rent paid within thirty (30) days from receipt of the GLPC's offer.

J. ITEMIZED RECEIPTS

ALL Employees and Commissioners are required to turn in **itemized receipts** for **ALL purchases including reimbursement purchases, purchases on Port credit cards, or purchases on account**. This includes, but is not limited to: purchases for supplies, materials, travel, lodging, and meals. The itemized receipt should include the following:

1. Supplies and Materials:
 - a. Items ordered
 - b. Cost of items
 - c. Total amount of item

2. Meals:
 - a. Items ordered
 - b. Cost of items
 - c. Total amount of meal
 - d. Nature of business discussed
 - e. Name, title, and company name of individuals present
 - f. Business relationship of persons entertained

3. Travel:
 - a. Cost of travel
 - b. Nature of business trip
 - c. Name of person attending
 - d. TAF number

4. Lodging:
 - a. Cost of lodging
 - b. Nature of business trip
 - c. Name of person attending
 - d. TAF number

If an itemized receipt cannot be provided we will no longer be able to purchase from that vendor.

PLEASE BE AWARE IF A PURCHASE IS MADE WITHOUT AN ITEMIZED RECEIPT THE EMPLOYEE WILL BE HELD PERSONALLY RESPONSIBLE FOR THE FULL BALANCE.

I, _____, have read and understand the above 'GLPC Itemized Receipt Policy' and agree to adhere to the rules outlined therein. I acknowledge that I may be personally financially responsible for violations of aspects of this policy, as outlined above.

Employee/Commissioner Signature

Date

Supervisor Signature

Date

K. TRAVEL REGULATIONS

The Port will only approve travel for employees to conduct Commission related business. It is understood that considerable travel is necessary inside and out of the Port's jurisdiction.

Commissioners, port employees, and contract vendors (authorized by the Executive Director) shall travel only when necessary and such expenses will produce actual or expected benefits to the Port.

These procedures serve as the guidelines, which will enable the traveler to properly plan trips, understand the limitations of expenses, and comprehend the method of effecting settlement.

SCOPE OF REGULATIONS

1. The majority of travel by Port employees is approved in advance by the Executive Director and Commissioners during the budget process. If the travel was not approved during the budget process, the Executive Director will approve in advance. All out of state travel shall be approved by the Board of Commissioners prior to travel.
2. Expenses for travel shall be limited to those normally incurred in the performance of the public purpose of the Commission and must be within the prescribed limits established within this policy.
3. All overnight travel shall be arranged through the designated travel coordinator. The person engaging in the travel shall fill out form TAF Form, "Overnight Travel Authorization Form," which will provide all relevant information on travel destinations for the coordinator. The form must be approved and signed by the Executive Director prior to submittal to the travel coordinator.
4. The travel coordinator will provide all travel arrangement information by returning the completed TAF Form and necessary backup which will contain all information pertaining to the traveler's trip.
5. Air Travel
 - a. Air travel shall be based upon the following criteria:
 - i. Flight schedule to destination;
 - ii. Fare; and
 - iii. Number of stops/plane changes required.

- b. The following guidelines should be used in determining the approved class for air travel:

Destination	Approved Class	
Domestic including Mexico and Canada	Coach/Economy	Equal Fare or permitted class full
All other regions outside the United States	Business	Not to exceed more than 10% of coach rate

- c. An employee can extend a trip to include an additional night stay if it is determined that the cost of the lodging and meals will be less than the increase in costs associated with the earlier flight departure. This must be documented by the travel coordinator. The Commission will pay (for the employee only) reasonable hotel and meal expenses for the extended stay.
- d. In special circumstances, on a case-by-case basis, an employee may be authorized to travel on Port business by vehicle to a destination that would “normally” be reached by air travel. The Commission would pay for reasonable hotel and meal expenses for the additional travel days unless these costs were substantially greater than air fare that could have been available for the trip. When this method of travel is authorized, leave will not be charged for up to 3 days prior to and 3 days subsequent to the date of the Port function being attended. The Executive Director may extend this travel period at his discretion.
- e. The reason for using other than the lowest priced airfares must be documented on the TAF Form. Commercial air travel will be reimbursed at the coach/economy class rates unless such rates are not available. The difference between coach/economy class rates and first class or business class rate will be paid by the traveler. If space is not available in less than first or business class air accommodations in time to carry out the purpose of the travel, the traveler will secure certification from the airline indicating this fact. The certification must be attached to the employee’s TAF Form and expense report.

6. Lodging

- a. Lodging incurred on business travel will be reimbursed based on actual expenses incurred. The travel coordinator is responsible for shopping/booking room rates within the average rate for the area. Receipts must be presented for reimbursement.
- b. If per diem is requested it will be reimbursed based on the GSA rates for the area at time of travel. GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- c. Actual cost of conference lodging, for a single occupancy standard room, is allowed when the traveler is staying at the designated conference hotel. Detailed lodging receipts are required to be obtained by the traveler and submitted to the travel coordinator upon return. No reimbursements are allowed for the costs of attending functions unrelated to the conference (i.e. tours, golf tournaments, etc.).
 - d. Payment for hotel accommodations for the employee when accompanied by a spouse shall be limited to the single occupancy rate, unless the occupancy rate for single or double accommodations are the same.
 - e. Lodging associated with the attendance at a conference or seminar shall be at the location of that function. Should accommodations be unavailable at that location, the next closest hotel is acceptable.
 - f. For international lodging, the hotel with the closest proximity to business dealings, conventions or seminars, which affords reasonable security and offers American standards of comfort, should be used.
 - g. Purchases from the hotel mini-bar or purchases of pay-per-view movies will not be reimbursed.
7. Rental Cars
- a. The use of rental cars is authorized when it is determined to be clearly more economical than using other ground transportation options.
 - b. The travel coordinator is responsible for doing the necessary analysis to justify the use of a rental vehicle over other transportation modes.
 - c. Mid-sized vehicles should be rented unless more than two (2) people are traveling together and a larger vehicle is required or the cost of a larger vehicle is no more than the rental rate for a mid-size vehicle.
 - d. Employees must rent vehicle on Port credit card and purchase the insurance offered by the rental company.
8. Trains
- a. When traveling by train, first class accommodations are authorized.
 - b. Additional fares as may be required when traveling to and from the train station shall also be reimbursable.
 - c. All receipts involving this travel activity will be submitted with the expense report.

9. Meals and Entertainment

- a. Only reasonable meal and entertainment expenses will be reimbursed by the Port, and it is the responsibility of the individual employee to control these expenses by taking into consideration the location and circumstances of the trip.
- b. Any entertainment expense must relate to a business objective of the Port and an itemized receipt, statement as to the business purpose and attendees must be presented for reimbursement. If an itemized receipt cannot be provided the employee will be responsible for the full amount of purchase. See Itemized Receipt Policy for further information.
- c. Meals purchased during single day travel (no overnight stay) are not eligible for reimbursement unless there is a specified entertainment related objective.
- d. Special meals will only be reimbursed if the occasion is a matter of extraordinary courtesy or necessity or if an employee is required to work more than a 12-hour workday or 6 hours on a weekend to meet crucial deadlines or to handle emergencies.
- e. When travel is authorized, the employee's meals will be reimbursed for the actual documented expense or a per diem rate if no receipts are filed with the request for reimbursement. Current per diem rates can be found @ <https://www.gsa.gov/travel/plan-book/per-diem-rates> .
- f. For high cost areas outside the United States (i.e. European Union, Far East), the Executive Director shall amend the per diem rate to a justifiable level prior to departure. A document stating such amendment to the per diem rate will be filed with the request for reimbursement.

10. Port Vehicle

- a. Port vehicle expenses for which reimbursement is sought, must be included and itemized on and attached to the Travel Expense Report.
- b. When Port vehicles are used for commuting purposes, such use shall be documented on the Port's vehicle reporting form. The Internal Revenue Service considers this compensation and the applicable amount of income must be added to the employee's W-2 to reflect this use.

11. Utilization of Personally Owned Vehicles

- a. Employees who are not provided a company vehicle may be required to provide personal transportation for the Port's benefit and for Port business on an as requested basis.
- b. When travel in personally owned vehicle, the traveler will be reimbursed for the transportation on a mileage basis at the State approved rate per mile, which can be found at:
<http://www.doa.la.gov/osp/Travel/travelpolicy/pocketguide.pdf>.
 - i. Reimbursement shall be on the basis of the most direct and usually traveled route.
 - ii. All mileage will be compensated on the basis of odometer readings from the point of origin to point of destination and return.
 - iii. When such mileage reimbursement is approved, the employee will be responsible for payment of all operating costs of the automobile such as fuel, part replacement, repairs, insurance, etc.
- c. In no case shall a port employee be allowed either mileage or transportation expense when being gratuitously transported by another person while riding in that person's vehicle.

12. Additional Reimbursable Expenses

- a. Telephone - The cost of telephone use will be reimbursed while the employee is on Port business. Personal calls will not be reimbursed except for one (1) call home daily. Calls home shall be of reasonable length.
- b. Buses, streetcars, taxis, ferries, subways – The cost of such travel shall be documented and itemized on the employee's expense account.
- c. Laundry Services – Laundry services are authorized in such instances when travel last for at least five (5) days in duration.
- d. Tips – Tips shall be reimbursed at a level that is customary: \$2.00 for vehicular valet service, and approximately 15% for taxi service. Tips for meals shall be at the customary levels (no more than 20%) and should be incorporated in the price of the meal.
- e. Miscellaneous Expenses – Routine expenses as may be incurred during the normal course of Port business. Personal expenses for personal items and non-business activities are not authorized.

13. Documentation

To ensure that we have a proper accounting of all expenses, it is necessary to maintain adequate records of all travel activities. See Itemized Receipt Policy for further information.

14. Travel Reimbursement Settlement

- a. It is the responsibility of the employee to complete and submit a travel expense form with supporting documents by the date of the Board meeting following the month in which the expenses occurred.
- b. The form must be reviewed for compliance with travel regulations and approved by the Board of Commissioners.

GREATER LAFOURCHE PORT COMMISSION
OVERNIGHT TRAVEL AUTHORIZATION FORM

(TAF # _____)
 (Assigned by Travel Coordinator)

Budgeted Event?
 Yes ___ No ___

Name: _____ Title: _____

IN STATE	X _____ <small>Executive Director Approval</small>	_____ <small>Date</small>	
(Choose this if you are requesting to travel within the state only; Requires Executive Director approval)			
OUT OF STATE	X _____ <small>Executive Director Approval</small>	_____ <small>Date</small>	YES ___ NO ___ <small>Commission Approved (Attach Resolution)</small>
(Choose this if your travel request is to leave the state and there IS a scheduled Commission meeting in time to approve; requires Executive Director approval and Commission resolution)			
EMERGENCY OUT OF STATE	X _____ <small>Executive Director Approval</small>	_____ <small>Date</small>	
	X _____ <small>Executive Committee Member Approval</small>	_____ <small>Date</small>	
(Choose this if your travel request is to leave the state and there IS NOT a scheduled Commission meeting in time to approve; requires Executive Director and Executive Committee Member approval)			

Destination: _____
Location of training/travel, including city and state

Purpose: _____

Attach supporting documentation (i.e. conference program, training schedule, event announcement, registration forms, etc).

Arrival Date/Time: _____ **Departure Date/Time:** _____

<u>EXPLANATION OF ESTIMATED EXPENSES:</u>	<u>TOTAL:</u>
Event Fee: _____	\$ _____
Airfare: _____	\$ _____
Auto (personal use): _____	\$ _____
Lodging: _____	\$ _____
Meals: _____	\$ _____
Rental Car: _____	\$ _____
Taxi: _____	\$ _____
Other: _____	\$ _____
GRAND TOTAL OF ESTIMATED EXPENSES:	\$ 0.00

- PROCESS:**
1. Employee completes Travel Authorization Form (TAF). Travel Coordinator can assist with estimating expenses.
 2. Employee obtains approval signature from Executive Director.
 3. Travel Coordinator assigns a TAF #.
 4. If request is for IN STATE travel, the Travel Coordinator can book Event, Airfare, Lodging, and/or Rental Car.
 5. If request is for EMERGENCY OUT OF STATE travel, the Travel Coordinator can assist in obtaining an Executive Committee Member signature.
 If approved, Travel Coordinator can book Event, Airfare, Lodging, and/or Rental Car and then get TAF added to next commission meeting agenda for board notification.
 6. If request is for OUT OF STATE travel, the Travel Coordinator will submit TAF to be added to next commission meeting agenda for board approval.
 If approved, the Travel Coordinator can book Event, Airfare, Lodging, and/or Rental Car.
 7. Upon completion of travel arrangements, Travel Coordinator will provide a copy of TAF paperwork to traveler for substantiation on all actual expense documentation.
 8. Travel Coordinator scans approved TAF with all attachments into DOCSTAR database to serve as the source document for all TAF# references.

L. USE OF PORT CREDIT CARDS

GLPC credit cards are assigned to designated employees for the overall benefit of the agency, their respective departments, and the public. Any employee that utilizes a GLPC credit card shall abide by the following policy guidelines:

1. GLPC credit cards are ONLY to be used in conducting GLPC business. Unapproved or improper personal use of the credit card will be deemed a violation of this policy.
2. At all times, the employee is responsible for the assigned credit card and all charges made to it. Charge disputes are to be conducted by the credit card user followed by notification to the accounting department. Upon receipt of the itemized monthly statement of charges by the employee, he/she is to document (in accordance with the GLPC Travel & Purchasing Policies) and attach receipts substantiating all charges depicted on the monthly statement. The receipt should include the itemized list of items purchased in addition to the signed receipt. This package is to be returned to the Accounting Clerk within a timeframe that prevents late or past-due finance charges. Finance charges will be looked at on an individual basis by the Director of Finance to determine the cause. Finance charges due to negligent acts of the user, or charges for unauthorized personal purchases will be owed to the GLPC by the user and subject to payroll deduction. Recurrence of finance charges due to unacceptable user actions will result in the revocation and discontinued use of GLPC credit card along with notification to the employee's supervisor for job performance rating incident file.
3. The employee must call the applicable credit card company at the phone number provided to report lost or stolen cards immediately upon realization that the card is missing. After this is accomplished notification should be made to the GLPC Director of Finance.
4. The employee shall not utilize GLPC credit card in such a manner as to reflect discredit to the agency.
5. Approval to deviate from these guidelines must first be provided in writing by the Executive Director.
6. Violation of this policy can result in disciplinary action up to and including termination.

M. CONTRACTING

CONTRACT TYPES

Contracts entered by the Greater Lafourche Port Commission (“Port”) are generally categorized as follows:

- A. Public Works Contract – Agreement covering the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by the Port (La.R.S. 38:2211A.(12))
- B. Materials and Supplies – Agreement covering the lease, sale or purchase of equipment, materials, supplies or other movable assets
- C. Professional Services – Agreement covering the provision of services such as consulting or design by a person or business possessing special knowledge and/or experience in providing such services
- D. Cooperative Endeavor Agreements – Agreements defining a goal common to the parties and the contributions/commitments of each party toward the achievement of said goal
- E. Real Estate Agreements – Agreements granting certain rights in real property, such as sales, leases, rights of way and rights of first refusal.
- F. Funding Agreements – Agreements defining funding commitments to the Port and stipulations or assurances to be met by the Port in exchange for said funding

TYPES OF SERVICES REQUIRING WRITTEN CONTRACTS

Contracts for Public Works, Materials and Supplies and Professional Services shall be reduced to writing when such is required by law. All Cooperative Endeavor Agreements, Real Estate Agreements and Funding Agreements shall be reduced to writing.

STANDARD TERMS AND PROVISIONS

The following terms and provisions shall be incorporated into written contracts (these are minimum requirements and may be added upon based on the nature of the contract):

- A. Scope of Work – This section shall include the following:

- a. Clear definition of the services, materials or supplies to be provided under the contract
 - b. Expected quality or standard of performance
 - c. Identification of location from which the services will be performed
- B. Contract Price – This section shall include the following:
- a. Total compensation to be paid in exchange for the services, materials or supplies, set forth in numerals and words;
 - b. Invoicing terms including, but not to, method of invoicing, documentation required on or with invoices and frequency of invoicing
 - c. Payment terms including, but not limited to, acceptable method(s) of payment, payment due dates, applicable interest for late payment(s)
- C. Contract Term – this section shall set forth the timeframe within which the services must be performed, or materials/supplies delivered, set forth in both numerals and words. Timeframe may be set forth in terms of definitive commencement and completion date(s) or a commencement date and number of days to perform/deliver. In the event the latter is used, the contract shall clearly define whether “working days” or “calendar days” apply.
- D. Indemnity – This section shall set forth the following:
- a. Definition of parties and third persons protected or indemnified
 - b. Definition of party affording protection/indemnification
 - c. Definition of types of liabilities/damages covered
 - d. Definition of types of occurrences giving rise to indemnity obligation
- E. Insurance – This section shall include the following:
- a. Types of insurance coverage required
 - b. Limits of insurance coverage required
 - c. Requirement that the Port be named as additional insured and have subrogation waived in its favor under certain policies of insurance

- d. Requirement that the Port be provided with a certificate of insurance showing required coverage prior to commencement of work or performance under the contract.

LEGAL REVIEW

Prior to execution, all contracts and change orders or amendments thereto shall be reviewed by General Counsel.

CONTRACT APPROVAL PROCESS

Contracts shall be approved as follows:

A. Public Works Contract

- a. In excess of the “Contract Limit” defined by Louisiana’s Public Contract Law (the “Contract Limit”) or less than the “Contract Limit” but not within the current Port budget shall be approved by the Board of Commissioners and executed in accordance with a resolution of the Board of Commissioners (ie. President of the Board of Commissioners or Executive Director)
- b. Less than the “Contract Limit” but within the current Port budget shall be approved and executed by the Executive Director

B. Materials and Supplies

- a. Purchases within Port budget shall be approved and executed by the Executive Director
- b. Purchases not covered by Port budget shall be approved by the Board of Commissioners and executed in accordance with a resolution of the Board of Commissioners (ie. President of the Board of Commissioners or Executive Director)

C. Professional Services contracts shall be approved and executed by the Executive Director.

D. Cooperative Endeavor Agreements shall be approved by the Board of Commissioners and executed in accordance with a resolution of the Board of Commissioners (ie. President of the Board of Commissioners or Executive Director)

- E. Real Estate Agreements shall be approved by the Board of Commissioners and executed in accordance with a resolution of the Board of Commissioners (ie. President of the Board of Commissioners or Executive Director)
- F. Funding Agreements shall be approved by the Board of Commissioners and executed in accordance with a resolution of the Board of Commissioners (ie. President of the Board of Commissioners or Executive Director)

MONITORING PROCESS

Following execution, contracts shall be monitored as follows:

- A. A contract file shall be created and stored in custody of the Legal-Project Assistant. The contract file shall contain the executed contract, change orders and amendments (if any) and related correspondence, invoices, copies of cancelled checks, monitoring reports and any other documentation related to the contract.
- B. A contract list shall be maintained by the Legal-Project Assistant. The list shall include the following information for each contract:
 - a. Vendor/Contractor name and contact information
 - b. Starting date of contract
 - c. Ending date of contract
 - d. Type of services/materials/supplies to be received
 - e. Cost of services/materials/supplies
 - f. Employee responsible for monitoring the contract terms and conditions
- C. A Contract Manager shall be designated for each contract. The Contract Manager shall be accountable for the following:
 - a. tracking budgets
 - b. comparing invoices and charges to contract terms
 - c. verifying and accepting/rejecting deliverables

- d. withholding vendor payment until deliverables are met
 - e. approving invoices
 - f. maintaining all documentation supporting payments to the vendor
 - g. closing out the contract
 - h. communicating the status of each contract for to the Executive Director for updating the Board of Commissioners at its monthly board meetings
- D. The Legal-Project Assistant shall maintain a checklist for each type of contract to formally document monitoring.
- E. Payments to vendors or contractors shall only be recommended for approval by the Board of Commissioners after verifying with the contract manager through DocStar that the related work, goods or services have been received or performed in accordance with the terms of the contract.
- F. Following termination of the contract, the Legal-Project Assistant shall review the established checklist to confirm that all requirements of this policy have been met. Legal-Project Assistant shall also confer with General Counsel to ensure that any legal requirements have been satisfied.