

## **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 <b>IS</b> 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 <b>IS NOT</b> 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:** \_\_\_\_\_

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

- 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.