

CHELAN DOUGLAS REGIONAL PORT AUTHORITY POLICY AND PROCEDURES FOR TRAVEL AND MEALS

(1) PURPOSE

This policy applies to Chelan Douglas Regional Port Authority (Port Authority) Board of Directors and employees traveling or incurring expenses on Port Authority business.

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

(2) POLICY

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

(3) 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 Authority Personnel, then the documentation must clearly show who participated in the event/meal. In the event the Port Authority has prepaid expenses for which services are not ultimately rendered, the Director 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 Authority business should be paid for using the Port Authority issued charge card if available. If a Port Authority charge card is not available, Port Authority 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).

(4) TRAVEL PLANNING

(a) Authorization:

Port Authority employee travel outside Washington must be approved in advance, and approval should be in writing, by the Chief Executive Officer. Employee travel

within Washington must be approved in advance, and may be approved verbally or in writing by the department director or the Chief Executive Officer. In the event travel is authorized verbally, the signed and approved Travel Expense Claim Form will serve as proof of authorization.

Board of Director travel within the Pacific Northwest (Washington, Oregon and Idaho) does not require approval from the Port Authority Board of Directors. Board of Director travel outside the Pacific Northwest must be approved in advance by the Port Authority Board of Directors, provided, however, the Chief Executive Officer may authorize such travel in the event of unique or unanticipated circumstances and obtaining advance approval of the Board is not possible. In this event, the Chief Executive Officer shall notify the entire Board at the next meeting.

Port Authority Personnel travel expenses in excess of \$5,000 per individual must receive prior Board of Director approval.

(b) Domestic Travel:

Travel within the United States and British Columbia, Canada 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 Chief Executive Officer as to Port Authority employees and by the Port Authority Board of Directors, in an open public meeting, as to Board of Directors and Chief Executive Officer.

(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 Authority Personnel's personal property. In no instance should the acquisition of such rewards cause the Port Authority to incur additional expenses.

(5) ALLOWABLE EXPENSES

(a) Receipts and Documentation:

In general, itemized receipts are required for all expenses.

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

(b) Business Travel Combined with Personal or non-Port Authority Travel:

Personal/non-Port Authority charges on Port Authority charge cards by Port Authority Personnel constitute a lending of the Port Authority'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 Authority Business and Non-Port Authority Business Travel:

Any time travel to a destination for Port Authority business is combined with non-Port Authority travel before and/or after the duration of travel for official Port Authority business, all services rendered on a Port Authority issued charge card must start and stop on the start and end date of Port Authority business travel. Utilizing any services during the extended duration involving personal or non-Port Authority 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 Authority business is also combined with personal or non-Port Authority travel before and/or after the duration of travel for official Port Authority business, the air travel costs must be properly segregated between the Port Authority business and personal or non-Port Authority travel portions. The Port Authority business portion should be charged to the Port Authority travel charge card. All personal or non-Port Authority 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 Authority travel, and time away by Port Authority employees must be authorized in advance by the Chief Executive Officer. The Port Authority assumes no responsibility or liability for personal or non-Port Authority travel taken in conjunction with Port Authority business travel.

(6) AIR TRAVEL

(a) Flight Class:

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

(b) Exceptions:

The Chief Executive Officer or the Director of Finance & Administration 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 Authority 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 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 Board of Director or employee will be immediately conducting business upon arrival.
- When the class change results in an overall cost savings to the Port Authority by avoiding additional subsistence costs, overtime or lost productive time while awaiting coach-class accommodations.

(c) Group Travel:

When traveling on Port Authority business with a group, such as a trade 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 Authority Personnel must provide legitimate Port Authority 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 Authority 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 Authority Personnel may change an itinerary for legitimate Port Authority business reasons. Reimbursement claims for change fees shall be reviewed by, and may be approved by, the Chief Executive Officer or the Director of Finance & Administration. Any reimbursements or payments received as a result of the change must be submitted to the Port Authority. Ensure the carrier/service provider makes all payments payable to: "Chelan Douglas Regional Port Authority."

All change fees or other charges imposed for changes made by Port Authority Personnel to the itinerary for personal or non-Port Authority related reasons, whether in advance of travel or while travelling, are the personal responsibility of the traveler. Reminder, personal or non-Port Authority charges are prohibited on Port Authority charge cards.

(g) Excess Luggage/Baggage:

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

(7) LODGING

(a) Accommodations:

Authorized lodging accommodations shall be 'Single Occupancy', except when spouses/domestic partners are required to accompany Port Authority Personnel for Port Authority business reasons. Use of prudence is required when selecting accommodations (hotel, motel, etc.) appropriate to carry out the Port Authority 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 Authority 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 Board of Director or employee concludes a conference/meeting/training after 7 pm, hotel accommodations are allowed and reimbursable.

(c) Discounts:

Inquiry should be made about any government rates, special rates, or discounts available to the Port Authority 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 Authority 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.

(f) Non-Port Authority Expenses:

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

(8) RENTAL VEHICLES

(a) Need for Vehicle:

When necessary to carry out Port Authority business, a rental vehicle may be authorized while travelling. The Port Authority business need for use of a rental vehicle must be substantiated and documented. If the event/purpose of Port Authority 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, and fuel..

(c) Rental Vehicle Insurance Protocols:

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

Port Authority 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 Authority business should be paid for using the Port Authority 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 Port Authority Director or Employee does not have a Port Authority-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 Authority's Administrative Office must also be informed within 24 hours following an incident. An Accident/Incident Report Form will be completed by the Port Authority Employee within 48 hours of the accident.

(f) Rental Vehicle Usage:

Rental vehicles shall be used for Port Authority 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.).

(9) BUSINESS MEETINGS/CONFERENCES/SEMINARS/TRAINING

'Business Meetings' are defined as meetings with Port Authority customers or potential customers or of official groups in which the Port Authority 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 Authority 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.

(10) MEALS

(a) Meal Expenses:

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

- (i) In general, the Port Authority'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 Authority business travel requires overnight lodging, the Port Authority will allow Port Authority Personnel to choose between providing itemized receipts or receiving GSA per diem allowance for the area of travel. However, when a Port Authority issued credit card is used, Port Authority Personnel must provide detailed receipts.

- (ii) In the event an itemized receipt is not available, the following options are available: a) Port Authority Personnel may submit a “Substitute Receipt” form; or b) Port Authority 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 <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- (iii) 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 Authority Personnel must provide a legitimate business reason and receive the written approval of the Director of Finance & Administration. If a legitimate business reason and approval is not provided, Port Authority Personnel will pay the difference or not be reimbursed.
- (iv) 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.
- (v) If an employee or Board of Director deems it is more beneficial to the Port Authority to have a meeting with colleagues, business partners, consultants or to work remotely versus attending a prepaid conference meal, the employee or Director should provide an explanation when requesting a meal reimbursement which is substituted for a conference meal. The Port Authority 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.
- (vi) 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

(vii) 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

(viii) Promotional hosting and business meals are excluded from these requirements.

(b) Combined Employee Expenses:

In general, Port Authority Personnel may not pay expenses of other Port Authority 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 Director deems it is more beneficial to the Port Authority 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 Authority Personnel are not reimbursable while not travelling, except that expenses for meals and refreshments may be reimbursed for official Port Authority business purposes as follows:

- Meals and refreshments consumed for Port Authority staff meetings or Port Authority 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 Authority Board of Directors and Chief Executive Officer, where Port Authority 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 hours) to meet deadlines or complete an important project, grant application, etc.

(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 Authority 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 Chief Executive Officer.

(f) Not Allowable & Non-Reimbursable:

Alcohol is not reimbursable, unless such expense is incurred during promotional hosting activities. Refer to the Port Authority Policy on Promotional Hosting for appropriate guidelines.

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 Chief Executive Officer or Director of Finance & Administration.

(11) MISCELLANEOUS EXPENSES

Necessary and reasonable miscellaneous expenses and incidentals are reimbursable at cost when accompanied by receipts or an employee may elect to receive the GSA per diem allowance for incidental expenses. For domestic travel, the current GSA incidental rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. For international travel, the Department of State Foreign Per Diem rates can be found at https://aoprals.state.gov/web920/per_diem.asp. Both domestic and international incidental expenses should be accompanied by a brief Port Authority business justification.

(a) Phone/Fax/Internet:

All such business-related expenses are reimbursable at cost. Receipts are required for all phone/fax/internet expenses. Airplane phones should be used only when absolutely necessary for Port Authority 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, other 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, etc.):

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

(12) PRIVATE VEHICLE USAGE AND MILEAGE

Port Authority Personnel are encouraged to use a Port Authority vehicle for Port Authority business whenever possible. However, an employee may be authorized to use his/her private vehicle for conducting Port Authority business as determined by the Chief Executive Officer. If a Port Authority 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 Authority 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 Authority business' and therefore not subject to the insurance provision below.

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

(b) Insurance:

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

- The Chief Executive Officer and, as applicable, the employee's immediate supervisor will be notified of the accident or loss within 24 hours.
- The Director's or Employee's automobile insurance will be viewed as the primary insurance since the insurance follows the automobile. The Port Authority's insurance policies may provide coverage in the event that the primary auto insurance policy is not adequate.
- If a Port Authority employee is injured in an auto accident while on official Port Authority business, the employee is covered by the Port Authority'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 Authority Director or Employee may be covered by the driver's auto insurance, unless the injured passenger is a Port Authority employee, in which case coverage through L&I would apply.
- An Accident/Incident Report Form shall be completed by the employee or Director within 48 hours after the accident or loss, or as soon thereafter as is practicable.

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

(13) TRIP INTERRUPTION

(a) Extended Stay:

While travelling on Port Authority 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 Authority representative, with the exception of Port Authority Officers who may only transfer event reservations to another Officer.

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

- Essential Port Authority or Board of Directors business
- Bereavement leave
- Military leave
- Jury duty leave
- Becomes ill or disabled before or during the Port Authority business travel
- Family medical leave
- An immediate family member is injured or becomes ill and requires the care of the Port Authority Officer or Employee
- Severe weather conditions
- Employment termination

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

(14) TRAVEL TIME COMPENSATION FOR FLSA NON-EXEMPT EMPLOYEES

The time Port Authority 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.

(15) HOW TO OBTAIN REIMBURSEMENT

Reimbursement claims shall be made by submitting a completed Travel Expense Claim Form.

Instructions for completing Travel Expense Claim Form:

- When practical, all Port Authority charge card expenses should be submitted by the 15th 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 Board of Directors and supported by documentation, such as the minutes from the Board of Director meeting.
 - Out-of-state travel must be authorized by the Chief Executive Officer either on the expense claim form, by e-mail, or other correspondence.
 - Travel expense claims are approved by the employee's supervisor or the Director of Finance & Administration.
 - If travel arrangements are made by the Executive Assistant instead of the employee, they may be approved by the Director of Finance & Administration.
- 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.

(16) PROPRIETY OF TRAVEL EXPENSE CLAIMS

In auditing the claim for technical compliance with statutory and Port Authority procedural requirements, the Director of Finance & Administration 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.

Adopted by the Chelan Douglas Regional Port Authority Board of Directors

on September 10th, 2019.

Revised by the Chelan Douglas Regional Port Authority Board of Directors

on August 8th, 2023.