

POLICY 430.02: AUTHORIZED TRAVEL EXPENSE AND SUBSISTENCE

OBJECTIVE

These provisions establish the policy governing authorized travel, which includes meals and entertainment for employees, consultants, members of the Aviation Authority Board, and other authorized persons who travel at the expense of the Greater Orlando Aviation Authority.

DEFINITIONS

For the purpose of this policy, the following words or phrases shall mean:

Authorized Approver. An employee appointed by the Aviation Authority Board and holding office at the level of Vice President or above.

Authorized Travelers (Travelers)

- Aviation Authority members. Officials serving on the Aviation Authority Board, other than employees.
- Aviation Authority employees. An individual filling an authorized position in the Aviation Authority, other than Aviation Authority Board Members.
- All other Travelers. Persons, including consultants, other than Aviation Authority Board members/employees authorized in advance by the Chief Executive Officer or Executive Vice President to travel at the expense of the Aviation Authority.

Business Associate Any person, other than an Aviation Authority Board Member, employee, consultant, or other Traveler, who receives the services of or is subject to solicitation by the Aviation Authority in connection with the performance of its lawful duties; persons or representatives of firms considering or being solicited; who receives the hospitality of the Aviation Authority in connection with the performance of its lawful duties; and other businesses or persons affiliated with the Aviation Authority's airport system.

Common Carrier. Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

Complimentary Upgrade. Any seat assignment arranged in advance by specific request of the Traveler or by an airline employee that provides the Traveler with a class of travel in excess of the airfare paid and which conflicts with Policy 101.02 – Code of Ethics and Business Conduct.

Daily Travel. All travel, including conferences and seminars that do not require an overnight stay.

Day of Travel. Day of departure and day of return for authorized travel.

Denied Boarding Customer. Those Travelers that have been denied boarding a flight by the Airline because of overbooking, mechanical problems or other flight delays.

Domestic Travel. Travel within the 48 continental United States.

Emergency Notice. Notification given to a Traveler less than 24 hours prior to the start of a travel period.

Entertainment Expenses. The actual and reasonable costs of providing hospitality for Business Associates, which costs are defined and prescribed as hereinafter set forth.

International Travel. Travel outside the 48 contiguous United States, to include Alaska, Hawaii and US possessions.

Most Economical Method of Travel. The mode of transportation (Aviation Authority-owned vehicle, privately owned vehicle, Common Carrier, etc.) and schedule of transportation, taking into consideration the following:

- the purpose and nature of the travel;
- the most efficient and economical means of travel (considering the time length of the trip, number of connections, time of day, cost of transportation and Per Diem or subsistence required, early booking of airline reservations to take advantage of discounted fares, any additional add-on fees, and convenience); and
- the number of persons making the trip and the amount of equipment or material to be transported.

Official Headquarters. The airport to which the Aviation Authority member, employee or other Traveler is assigned.

Per Diem. An allowance for meals and incidental expenses. The U.S. General Services Administration (GSA) establishes the per diem reimbursement rates that federal agencies use to reimburse their employees for subsistence expenses incurred while on official travel within the continental U.S. (CONUS), which includes the 48 contiguous states and the District of Columbia. The U.S. Department of Defense (DOD) establishes rates for travel in non-foreign areas outside of CONUS, which includes Alaska, Hawaii, and U.S. Territories. The U.S. Department of State establishes rates for travel in foreign areas.

- Website for GSA: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

- Website for DOD's Defense Travel Management Office (DTMO):
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/>
- Website for Department of State:
https://aoprals.state.gov/content.asp?content_id=184&&menu_id=101&menu_id=101

Pre-Travel Request (Request). The request to travel on behalf of the Aviation Authority, which should be submitted for review and approval by an Authorized Approver prior to the Travel Period.

Post-Travel Expense Report (Expense Report). The request for reimbursement of expenditures incurred while traveling at the expense of the Aviation Authority and submitted for review and approval by an Authorized Approver after the Travel Period.

Standardized Regulations. Official documentation specific to the type of travel (domestic or international), based on location and issued by a U.S. governmental authority providing regulatory guidelines with regard to per diem reimbursement rates for lodging, meals, and incidental expenses. U.S. governmental authorities include but shall not be limited to the U.S. General Services Administration (GSA), the U.S. Defense Department, the Defense Travel Management Office, the U.S. Department of State, or the Internal Revenue Service (IRS).

Standby Seat. A seat assigned by the airline to a Traveler when traveling in a standby mode.

Travel and Expense Application (T&E Application) The software application used to manage Requests, Expense Reports and bookings for travel conducted at the expense of the Aviation Authority.

Travel Services. The Aviation Authority employee(s) assigned the duties and responsibilities of reviewing and validating policy compliance for all Aviation Authority travel.

Travel Expenses. The actual and reasonable costs of transportation, meals, lodging, and incidental expenses normally incurred by a Traveler.

Travel Period. The period of time between the time of departure and time of return.

METHOD OF OPERATION

POLICY

Travelers are expected to exercise the same care in incurring Travel Expenses that any prudent person exercises when traveling on personal business.

It is the responsibility of the Traveler to comply with this policy and to be knowledgeable of the nature and extent of reimbursable expenses.

It is the general policy of the Aviation Authority to reimburse reasonable travel, meals and entertainment expenses, incurred during authorized travel, subject to any limitations provided for in this policy.

If a Traveler or Business Associate on a trip deviates from this policy for justifiable reasons, they may continue to be reimbursed for travel related expenses. Travelers should be prepared to justify any additional expenses incurred as a result of these changes. Justifications must be included in the "Comments" box for the related expense within the Expense Report.

If management directs an employee to terminate their travel and return early due to a business need, the Traveler will be reimbursed for any costs that they could not avoid. A statement explaining the unforeseen costs incurred must be included in the "Comments" box of the Expense Report."

If a Traveler is an employee of the City of Orlando Police Department (OPD) who is assigned full-time duty status to the OPD Airport Division to perform services for the Aviation Authority, in accordance with the Operation and Use Agreement between the City of Orlando and the Aviation Authority, as amended, the Traveler shall adhere to Policy Section 412, Management, Budget and Accounting Department established by the City of Orlando (City Travel Policy) and Section 1706.5, Travel/Training Policy and Procedure established by the Orlando Police Department (OPD Travel Policy). To the extent that differences exist between this Policy 430.02, Authorized Travel Expense and Subsistence, and the City Travel Policy and/or the OPD Travel Policy, the provisions of City and OPD policies shall prevail, in accordance with the above referenced Agreement.

The Chief Executive Officer may issue travel directives and guidelines in addition to this policy. It is the responsibility of the Traveler to be knowledgeable of, and comply with the nature and extent of these additional directives and guidelines.

Except as noted above, noncompliance with this policy will be addressed in accordance with Operational Procedure 204.02, Allegations of Misconduct. Noncompliance with this policy may lead to the denial of

reimbursement or other disciplinary action, up to or including termination of employment.

APPROVALS

Authorization of Requests. Requests for travel (domestic and international) must be submitted through the Aviation Authority's T&E Application for approval as soon as reasonably possible. All required fields within the T&E Application, along with any pertinent information related to the trip, must be completed. The Request must include a statement of purpose for the travel and indicate the benefits to the Aviation Authority. A copy of any program or agenda shall also be attached and submitted. If none is available, a statement to that effect must be submitted. Approval should be obtained no later than 5 business days in advance of the proposed travel.

Authorization of Expense Reports. Expense Reports for all travel expense incurred must be submitted through the Aviation Authority's T&E Application for approval. All required fields within the T&E Application, along with any pertinent information related to the trip, must be completed. If not previously included within the corresponding Request, the Expense Report shall include a statement of purpose for the travel and indicate the benefits to the Aviation Authority. A statement of benefits to the Aviation Authority is not required for local travel. Additionally, if not previously submitted within the corresponding Request for travel, a copy of any program or agenda shall also be attached and submitted within the Expense Report. If none is available, a statement to that effect must be submitted. Expense Reports should be submitted no more than 20 business days after the travel period has concluded for domestic travel and no more than 30 business days after the conclusion of the travel period for international travel.

Routing of Requests and Expense Reports. Completed Requests and Expense Reports will start with a compliance review which is conducted by Travel Services. Once a Request or an Expense Report has been approved by Travel Services, routing through the T&E Application will continue until the Request or Expense Report has received final approval. The Chief Executive Officer must approve any Request or Expense Report for any of the following: 1) the amount is equal to or above \$10,000, 2) lodging within 50 miles of the Aviation Authority's Official Headquarters, or 3) International Travel (inclusive of Alaska, Hawaii or any U.S. Territory).

Requirements for Final Approval. Final approval for any Request or Expense Report is the responsibility of the Authorized Approver(s), as determined within this policy. Travel for all Authorized Approvers, with the exception of the Chief Executive Officer, must be approved by their

direct manager or a higher authority. Travel for the Chief Executive Officer shall be approved by the Vice President of Finance.

Departmental Responsibilities. The department's Authorized Approver shall be responsible for reviewing all travel requests and ensuring their compliance with policy. Additionally, the Authorized Approver is responsible for ensuring all approved travel has been properly budgeted. While Authorized Approvers are authorized to delegate approval of travel to a named designee, nonetheless, the Authorized Approver is ultimately responsible for the appropriateness, accuracy, and budget for all travel within their respective department(s).

Travel Services' Responsibilities. Review and validate all Requests and Expense Reports for compliance with Aviation Authority policy and with any travel related directives issued by the Chief Executive Officer.

SPECIAL CONDITIONS OF TRAVEL

Travelers Other Than Authority Board Members or Employees. The Chief Executive Officer or Executive Vice President may approve travel by persons who are serving as Business Associates when such travel is on behalf of the Aviation Authority (excluding those consultants and advisors whose contract specifies the terms of travel). Travel Expense provisions may be made within the consulting agreement and approved as part of the agreement, subject to the maximum limits for reimbursement provided for in this policy. If no provision is reflected in the agreement, complete justification must be submitted prior to approval. Travel Expenses for authorized persons shall adhere to the same rates and guidelines as those for Aviation Authority Board members, employees and other Travelers.

Joint Travel Missions. On occasion, the Aviation Authority will enter into a joint travel mission that may be for business, economic, or tourist development reasons with organizations including, but not limited to, the Orlando Economic Partnership, Enterprise Florida, Visit Orlando, Visit Florida, Experience Kissimmee, bi-national chambers of commerce and Offices of the Mayors, etc. When these joint ventures are undertaken, the Aviation Authority will pay travel costs based upon the invoice submitted by the host agency which will be generally distributed among agencies in a predetermined manner. Travel Services will perform procedures to determine that the amounts charged to the Aviation Authority are financially comparable to amounts which would be charged if the Aviation Authority were arranging the trip. Any meals, lodging or incidental expenses not included in the invoice will be reimbursed in accordance with the standard guidelines found elsewhere within this policy. All such travel shall be authorized in advance by the Chief Executive Officer or Executive Vice President.

Travel for Employment Interviews. Travel and transportation expenses of the Aviation Authority's employment applicants will be reimbursed in

accordance with this policy. All travel arrangements and lodging will be made by the Human Resources department in accordance with the Authorization of Requests in the Approvals section of this policy and approved in advance by the Chief Executive Officer, subject to available budget.

Most Economical Method. Travelers are required to use the Most Economical Method of travel. Refundable or nonrefundable airfares may be reserved as deemed appropriate under the circumstances. If a Traveler departs early or returns late to take advantage of reduced airfares, lodging and meals will be reimbursed in accordance with this policy, provided that a net savings to the Aviation Authority is realized and such savings are documented in advance within the Request.

Physically Disabled, Sick, Injured, or Fatigued Travelers. Any Traveler who is on authorized travel, and becomes sick or injured, to the extent they can no longer perform the Aviation Authority's business, may be eligible to continue receiving meal allowances, and other reasonable expenses during his or her incapacitation. This eligibility may extend until such time as the Traveler is able to continue to perform the Aviation Authority's business, or return to official headquarters, whichever is earlier.

In order to qualify, the Traveler must notify the department Vice President, Senior Vice President, Executive Vice President, or Chief Executive Officer as soon as possible, but not later than 24 hours after incurring the illness or injury, and receive authorization for continued reimbursement. Notwithstanding any provision contained herein to the contrary, the Aviation Authority may reimburse or pay Travel Expenses incurred by the physically fatigued or disabled Traveler, which are in excess of the Travel Expenses ordinarily authorized, provided such excess Travel Expenses are reasonable and necessary under the circumstances for the safe travel of the physically disabled or fatigued individual. Any and all reasonable and necessary expenses being claimed by the Traveler must be accompanied by sufficient documentation to justify the expense(s).

Emergency Travel. The Chief Executive Officer or Executive Vice President may authorize travel for any employee, Aviation Authority Board member, or other Traveler pursuant to Emergency Notice. The requirements of Authorization of Requests in the Approvals section of this policy may be waived at the discretion of the Chief Executive Officer or Executive Vice President whenever travel is pursuant to Emergency Notice. Expense Reports shall be submitted upon completion of travel in accordance with Post-Travel Expense Reports section.

Personal Travel. Personal travel combined with business trips are allowed when approved in advance. Personal travel must be taken on one's own time and at no expense to the Aviation Authority. Any additional

expenses, as determined by this policy, are the responsibility of the Traveler and must be reimbursed to the Aviation Authority.

REIMBURSEMENT AND PER DIEM RATES

Lodging. A Traveler may be reimbursed for the actual cost of a single occupancy hotel room for travel that requires overnight absence from Official Headquarters. Lodging expenses must be substantiated by an itemized receipt.

- a) Domestic Lodging Rates. Payment for domestic lodging is limited to the group rate, if available. If a group rate is not available, lodging expenses are limited to reasonable amounts for the area traveled. Primary responsibility for the reasonableness of amounts charged rests with the Authorized Approver.
- b) International Lodging Rates. International lodging expenses are limited to reasonable amounts, not to exceed 150% of the amount published in the Standardized Regulations for the area traveled at the time of travel, or the conference rate.
- c) In-State Lodging - Tax Exemption. When reserving lodging within the State of Florida, the Authorized Traveler is responsible for ensuring exemption from sales tax.
- d) Non-reimbursable Expenses. Incidentals along with other additional fees charged to the room, including but not limited to movies, spa services, alcoholic beverages, and/or mini bar purchases will not be reimbursed.

Meals. In order to comply with the IRS regulations, two meal allowance standards are being allowed. The Traveler must elect one of the two methods, receipted or non-receipted, and apply that method consistently throughout their Travel Period.

- a) Non-receipted Meals reimburses the Traveler using a meals and incidental expense per diem allowance without the need to submit receipts. The U.S. General Services Administration (GSA) establishes the per diem reimbursement rate while traveling within the contiguous U.S. (CONUS), which includes the District of Columbia. The U.S. Department of Defense (DOD) establishes rates for travel in non-foreign areas outside of CONUS, which includes Alaska, Hawaii and U.S. Territories. The U.S. department of State establishes rates of travel in foreign areas. The meals and incidental expense (M&IE) rates for domestic and international locations are inclusive of taxes and tips, so Travelers will not be reimbursed separately for these items.

- b) Receipted Meals allow the Traveler to be reimbursed up to a specified amount, but must be accompanied by an itemized receipt reflecting the amount spent on the meal. Receipted meal reimbursements shall not exceed 130% for domestic meals and 150% for international meals in accordance with the M&IE per diem rates as published within the Standardized Regulations for the location traveled to, at the time of travel. Receipted meals may be submitted for Travel Periods less than 12 hours.
- c) Allocation of M&IE Per Diem for Non-receipted Meals. On the Day of Travel, the Traveler will be reimbursed 75% of the applicable M&IE per diem rate. All remaining days within the travel period are reimbursed at 100% of the applicable M&IE per diem rate. Travel Periods less than 12 hours in duration are ineligible for non-receipted per diem meal reimbursements.
- d) Business Meals. Limitations on expenditures set forth above are applicable to Travelers when not accompanied by a Business Associate. When accompanied by a Business Associate, expenditures shall be made in accordance with Special Conditions of Travel section and Post-Travel Expense Reports section of this policy.
- e) Complimentary Meals. If a complimentary meal is provided, it shall be the Traveler's option to accept or decline the meal. Continental breakfasts or snacks do not constitute a complimentary meal. If the Traveler opts to accept a complimentary meal, this shall be indicated within the Travel Expense Report and will result in a reduction of the M&IE per diem meal reimbursement for the applicable day(s).

TRANSPORTATION General Requirement. All travel shall be booked using the most direct route or common method of travel when possible. If a person travels by an indirect route or any other method for their own convenience, any extra costs shall be borne by the Traveler. Reimbursement of expenses shall be based only on charges which would have been incurred by use of the usually traveled route or method.

Travel Services shall review the Most Economical Method of travel and the usually traveled direct route for any trip.

Commercial Air Travel. Commercial air travel will be by premium economy (or equivalent as designated by an airline). First class rates may be authorized, (1) if a statement from the Common Carrier or Travel Services or its authorized representative is included with the travel request stating that premium economy class, or business class as described below, is not available for the date and time the travel is

requested, or (2) for medical reasons, if substantiated in writing by a physician.

- a) Seat Classification. To avoid or minimize undue physical fatigue due to length of trip, number of travel segments, or changes in time zones, Traveler may book travel in business class if any flight segment or leg of a trip, excluding the duration of any layovers, exceeds 4 hours. For purposes of this section, the term "business class" shall mean a class of travel for which the fare is greater than tourist, coach, or premium economy class but which is less than first class.
- b) Complimentary Upgrades. Authorized Travelers will not accept a Complimentary Upgrade of seating on any flight. If an Authorized Traveler is deemed to have accepted a Complimentary Upgrade, the Authorized Traveler will pay to the airline the lowest calculated difference between the class of travel purchased and the upgraded class.

The following are not considered Complimentary Upgrades:

- Use of frequent flyer miles or other upgrade benefits to obtain a higher class of airfare.
- Use of system-wide upgrades.
- Compensation paid to passenger who qualifies as Denied Boarding Customer (DBC).
- Standby Seats assigned by the airline, regardless of seat assignment.

Car Rentals

- a) Authorization. Use of a rental car must be deemed to be the most economical, convenient and/or efficient form of transportation.
- b) State Contract. When renting a vehicle, the approved vehicles shall be rented in accordance with the intermediate size vehicle listed on the annual contract for rental cars competitively bid by the State of Florida when available. Justification for use of a rental vehicle larger than an intermediate size described in the State contract, which is required to transport Business Associates or materials, must be included in the comments field of the travel request.
- c) Insurance. Collision damage waiver insurance is required when renting a car for business travel. Normally, the State Contract for rental cars includes this coverage in the rental rate for Travelers.

Privately Owned Vehicles. The Authorized Approver may authorize the use of a privately-owned vehicle for travel on behalf of the Aviation Authority in lieu of Aviation Authority-owned vehicles, rental vehicles, or Common Carriers.

A Traveler who requests, and is approved the use of a privately-owned vehicle, shall be entitled to a mileage allowance in accordance with the IRS published mileage reimbursement rate. The mileage allowance for Travelers shall be reimbursed at the IRS published mileage reimbursement rate or the air carrier fare for such travel, whichever is less.

All travel which is subject to a mileage allowance shall be shown from point of origin to point of destination and return, less mileage for the Traveler's standard commute, and shall be computed using a web based mapping program or mileage calculator.

No reimbursement other than a mileage allowance shall be allowed for expenditures related to the operation, maintenance or ownership of a privately-owned vehicle, except as provided above and in the Incidental Expenses section herein this policy.

- a) Auto Allowance. The Chief Executive Officer may grant reasonable monthly allowances in fixed amounts for use of privately-owned vehicles on Aviation Authority business instead of the mileage allowances provided for herein. Such allowances shall be established by taking into account the customary use of the vehicle, the roads customarily traveled and whether any of the expenses incidental to the operation, maintenance or ownership of the vehicle is paid from public funds. Such allowance may be changed at any time, and shall be made on the basis of a statement signed by the Traveler and filed before the allowance is granted or changed, and may be evaluated annually thereafter.

Chartered Transportation. The Chief Executive Officer or Executive Vice President may authorize, in advance, transportation by chartered vehicle or carrier when necessary or where it is to the Aviation Authority's advantage, provided the cost of such transportation does not exceed the cost of transportation by a Common Carrier.

Gratuitous Transportation. No Traveler shall be allowed either mileage or transportation expense when gratuitously transported by another, or when transported by another Traveler who is entitled to mileage or transportation expense.

RECEIPTS, TIPS, AND INCIDENTAL EXPENSES

Receipts. Receipts are required to support all expenditures with the exception of select cash tips, per diem reimbursements for M&IE, and mileage reimbursement. Receipts shall be attached to the Travel Expense report prior to submission. In accordance with IRS regulations, receipts are always required to support lodging expense. These receipts must be itemized lodging bills and not credit card receipts. If, for any reason, an original receipt is lost and/or unobtainable, the Traveler must submit a Missing Receipt Declaration within the Aviation Authorities' T&E Application.

Tips. Reimbursement for tips shall not exceed the recommended amount at the time of travel for the location traveled as set forth by Travel Services.

Incidental Expenses. The Authority may reimburse the Traveler for incidental expenses in accordance with policy if a proper substantiation of business need has been provided. Incidental expenses may include, but are not limited to the following: Passport/Visa fees, currency exchange fees, immunizations, vehicle storage or parking, toll transponder and gas for rental car, tolls, laundry and pressing (for Travel Periods over 4 days), in-flight wi-fi, or additional travel related incidentals of nominal cost necessary for authorized travel.

ENTERTAINMENT EXPENSES

Entertainment expenses are allowable for promotional items and services required to provide hospitality for Business Associates as set forth below:

Tangible Items. Hospitality in the form of tangible items, such as tie tacks, medallions, paperweights, and other non-consumable items are distributed by the appropriate department. Non-consumable items shall be requisitioned through normal purchasing procedures.

Recreational Activities. Hospitality in the form of recreational activities may be provided and shall be requisitioned through normal purchasing procedures when possible.

Entertainment. Actual and reasonable entertainment expenses incurred by Aviation Authority Board members, employees and other authorized persons as described in Special Conditions of Travel section are allowable under this policy only when in the presence of or when physically accompanying a Business Associate, after approval by the Authorized Approver.

POST-TRAVEL EXPENSE REPORTS

Domestic Travel. A completed Expense Report with all required documentation should be submitted no later than 20 business days after the Travel Period has concluded.

International Travel. A completed Expense Report with required documentation should be submitted no later than 30 business days after the travel period has concluded.

Significant Deviations from the Request. Significant deviation from the Request (i.e., more than 20% or \$250, whichever is greater) shall be explained in the Expense Report by the traveler.

Funds Due Aviation Authority. Funds due the Aviation Authority may be deducted from any amount due to the Traveler, including but not limited to, per diem, mileage reimbursements, and other out of pocket expenses incurred by the Traveler. Any funds due to the Aviation Authority should be reimbursed to the Authority's Finance department no later than 20 business days for Domestic travel, and 30 business days for International travel, after the travel period has ended. The Aviation Authority may recuperated via payroll deduction(s) funds which are outstanding for more than 30 days, and are directly attributable to the Traveler's failure to properly submit an Expense Report in a timely manner.

Funds Due Traveler. Expense Reports showing an amount due to or on behalf of a Traveler will be processed for payment in accordance with standard payment procedures. Payment of undisputed items should be processed for payment within two payroll cycles after authorized approval has been obtained.

Canceled Trips. The Traveler shall have the responsibility of requesting refunds for any registration fees and other Travel Expenses which were expended prior to the required cancellation. If a canceled Travel Request results in outstanding credits or non-refundable expenses, the Traveler shall submit documentation through the Aviation Authority's T&E Application. Any credits from airlines, hotels, rental cars, or other services must be used toward future business travel.

APPROVAL AND UPDATE HISTORY

FORMAT AND RE-NUMBERING AUTHORITY Aviation Authority Board: August 28, 1991 (R)

LAST APPROVAL Aviation Authority Board: April 19, 2023 (To be effective June 1, 2023)
Chief Executive Officer: April 12, 2023

SUPERSEDES All Previous