



Harbor District, Inc.

Travel Policy

Adopted: September 1, 2020

This policy applies to all official Harbor District, Inc. (HDI) travel, including travel funded under federal grants and contracts. It is HDI policy to reimburse Board members, invited guests, contractors and employees for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of HDI business. All official HDI travel shall be properly authorized, reported and reimbursed; under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by HDI unless otherwise noted in the policy. It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner. Those traveling on HDI business are asked to exercise prudent business judgment regarding expenses covered by this policy.

APPROVAL OF TRAVEL

Overnight business travel must be authorized in advance by an employee's supervisor, with verification that sufficient funds exist in the appropriate budget. Travel Expense Forms must be approved by the employee's supervisor.

TRANSPORTATION EXPENSES

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier or negotiated by HDI.

[Mileage Expenses](#)

Mileage shall ordinarily be computed between the traveler's headquarters and the common carrier or destination. Expenses for travel between the traveler's residence and headquarters (commuting expense) shall not be allowed. However, mileage expenses may be allowed between the traveler's residence and the common carrier or destination if HDI business travel originates or terminates before or after the traveler's working hours, or if travel originates or terminates during a regularly scheduled day off.

[Air Travel](#)

Coach class or any discounted class airfare shall be used in the interest of economy.

[Automobile Travel](#)

Personal Car: Travelers may utilize personal cars for HDI business travel if it is less expensive than renting a car, taking a taxi, or using alternate transportation. The use of personal cars for business will be reimbursed at the standard rate set by the US General Services Administration under Privately Owned Vehicle Mileage Reimbursement Rates. This mileage allowance covers all auto costs (e.g. fuel, repairs, insurance, etc.) other

than parking and tolls. The current reimbursement can be viewed on the GSA website at: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>.

Rental Car: A vehicle may be rented when renting would be more advantageous to HDI than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact or economy model requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. Refueling charges may be reimbursed. Hand-held or uninstalled GPS devices should not be reimbursed.

Other Forms of Transportation

Rail or bus transportation may be used when required by the destination or by business necessity. Local public transportation is allowed; taxi fares, including tips, are allowed only when the use of public transportation or airport shuttle service is impractical or unavailable.

MEALS AND LODGING

Personal meals must be itemized by meal and will be reimbursed up to \$60/day and include breakfast, lunch, dinner and any snacks, drinks, etc. This amount is based on an average of the IRS regulations published at www.gsa.gov under Per Diem. Amounts incurred in excess of the per diem will generally be the obligation of the traveler, though supervisors may authorize additional expenditures on a case-by-case basis. Cost of alcoholic beverages will not be reimbursed.

Lodging may be booked for meetings or conferences more than 90 miles away. A standard room shall be booked and room expenses of more than \$175 per night must have prior approval. Employees may be reimbursed for tips and other incidental costs of lodging.

MISCELLANEOUS TRAVEL EXPENSES

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Miscellaneous expenses may include business office expenses, special fees for foreign travel and registration fees for conferences and professional meetings.

INSURANCE FOR TRAVELERS

All HDI employees are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment and other accidents and incidents while on an official HDI business trip.

REPORTING TRAVEL EXPENSES

Each individual traveling for HDI business is expected to fill out a Travel Expense Form in order to be reimbursed. Receipts are required for all expenses exceeding \$20.00. Completed expense forms, with copies of receipts, must be submitted within 45 days of the conclusion of travel.