

- Port of Pittsburgh Commission  
Travel and Port Promotion Policy and Guidelines

**PURPOSE.**

It is the intention of the Board of the Port of Pittsburgh Commission to adopt a policy regarding official travel and port promotion that are efficient, fair, flexible, fully accountable to the general public, and consistent with the legislative mission of the Commission. Accordingly, the Executive Director acting in consultation with the Chairman of the Board is authorized to implement a travel and port promotion policy based upon the following guidelines:

**APPLICABILITY.**

a. No employee of the Commission may undertake any travel on behalf of the Commission without the approval of the Executive Director.

b. The Chairman of the Board shall specify which employees are exempt from the monetary limits established herein. They are, however, expected to observe the non-monetary policies and to limit requests for reimbursement to reasonable amounts consistent with their duties.

c. Members of the Board, Officers, or other individuals who from time to time may be required to travel to advance the purpose of Commission shall be authorized to do so with the approval of the Chairman of the Board.

d. Exemptions for individual employees may be made by the Chairman of the Board or Executive Director when a travel assignment would otherwise impose a financial hardship.

e. Exceptions to the travel and port promotion policies contained herein will be made only when authorized in advance by the Executive Director or Chairman of the Board and certified by the Comptroller.

**GENERAL POLICY.**

a. Employees shall be entitled to receive reimbursement for out-of-pocket expenses incurred in the performance of their duties within prescribed maximums.

b. Maximums established herein are not flat allowances and only amounts actually expended may be claimed.

c. Employees may be granted reimbursement for miscellaneous expenses such as telephone and telegraph, registered or certified mail, and money order charges incurred in the course of official business. However, charges for laundry, dry cleaning, personal

telephone calls, or other personal services are not reimbursable.

d. Employees will not be eligible for reimbursement of meals or lodging when furnished by the Commission without charge or when furnished free by friends, relatives or any other source.

e. Employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

f. Parking fines or moving vehicle violation fines are not reimbursable.

g. Employees on travel status or special assignment within the Commonwealth need not return to their headquarters or residence on all weekends including holidays observed on Monday or Friday, if payment of subsistence and lodging can be fully justified as a cost savings in comparison to the costs of returning to their headquarters or residence. Any request for exemption should be submitted to the Executive Director prior to incurring any expenses.

h. All persons who incur expenses while traveling on official Commission business are to be reimbursed in accordance with this policy. To preclude the possibility of financial benefit, expense reimbursements received from any other source such as the Federal government, a private business, an individual, or third party shall be remitted to the Comptroller's Office. Checks received are not to be cashed, but must be endorsed payable to the order of the Port of Pittsburgh Commission.

i. A Travel Expense Voucher (TEV) will be prepared and submitted for the purpose of:

(1) documenting any travel expenses incurred (hotel and/or transportation costs); or

(2) requesting reimbursement for such expenses.

j. Except for those individuals specifically exempted, all persons who travel on official business and submit a TEV for reimbursement of expenses must have their expense vouchers countersigned in the space designated "Supervisor Signature and Date" by the Executive Director. Travel expense vouchers of members of the Board, Board Committees, and Officers will be countersigned by the Board Chairman or other designated individual.

k. Employees are responsible for ensuring that expenses claimed on TEVs are proper, accurate, and incurred in accordance with these guidelines. The careless, fraudulent, or negligent preparation of TEVs will require financial restitution and may result in disciplinary action. In addition, a traveler who

knowingly presents a false, fictitious, or fraudulent claim against the Commission may be subject to criminal prosecution.

1. The Executive Director is responsible for reviewing and approving TEVs submitted by employees to ensure the necessity, propriety, correctness, and accuracy of travel expenses incurred. Failure to exercise care in the review and approval of travel expenses may result in disciplinary action.

#### DEFINITIONS.

a. Overnight Travel Status. Employees are considered to be in overnight status only if they are traveling on approved official business away from both residence and headquarters and they obtain lodging.

b. Non-overnight Travel Status. Employees are considered to be in non-overnight travel status if they are traveling on approved official business away from both residence and headquarters but do not obtain lodging prior to returning to their official headquarters.

c. Official Headquarters. Official headquarters of individual employees shall conform with the general rule that official headquarters shall be the building or location to which the employee is assigned. The Executive Director may specifically designate another location as an employee's official headquarters to conform to the employee's regular work location in a Commission facility or when such designation is necessary for efficiency and economy in the conduct of official business.

#### CASH ADVANCES.

a. Normally, employees are expected to provide themselves with sufficient funds to defray current expenses.

b. Cash advances of \$100 or more may be made with the approval of the Executive Director.

c. Advances must be accounted for on the TEV with itemized receipts. Unused advance funds must be returned upon submission of the related TEV.

#### RECEIPTS.

a. Itemized receipts must be submitted with the TEV for:

(1) every item of expense \$15.00 or more except for subsistence and personal automobile mileage; and

(2) every expenditure in this directive which specifically requires a receipt.

#### SUBMISSION AND PROCESSING OF TRAVEL EXPENSE VOUCHERS.

a. The Travel Expense Voucher that either documents travel

expenses incurred or requests reimbursement for travel expenses shall be submitted at least monthly for payment.

b. Travel Expense Vouchers will be reviewed and approved by the Executive Director and forwarded to the Comptroller's Office for payment.

#### TRANSPORTATION.

##### a. General.

(1) All modes of transportation are authorized consistent with and appropriate to the requirements of an assignment and the efficient and economic conduct of official business.

(2) All travel shall be by the most direct and expeditious route considering both travel time and distance.

(3) Charges for first class accommodations on an airline or railroad will not be reimbursed without prior approval of the Executive Director.

##### b. Personal Automobiles.

(1) When travel is by personal automobile, reimbursement to an employee will be made at the rate of \$.25 per mile. The approved rate shall not exceed the IRS rate.

(2) Employees who reside at a place other than official headquarters will not be eligible for reimbursement of transportation expenses between headquarters and residence. When an employee is required to travel directly from residence to a work-site other than the official headquarters, the distance from residence to work site, or headquarters to work-site, whichever is shortest, will be used to compute mileage.

##### c. Car Rentals.

(1) Use of rental cars or other special conveyances will be allowed only when a Commission vehicle or public means of transportation is not available. All such expenditures must be justified. Itemized receipts are required for rental cars, for fuel and/or for emergency repairs.

(2) Collision Damage Waiver (CDW) should be purchased from the renting agency, if it is not part of the rental fee.

(3) Supplemental liability insurance, personal accident insurance, safe trip insurance, and personal effects coverage ARE NOT reimbursable.

##### d. Air and Rail Travel.

(1) Every reasonable effort will be made to obtain the lowest fare available which suits the employee's planned itinerary. If an authorized flight or train ride is longer than five hours, the employee may be permitted to travel first class at the approval of the Executive Director.

(2) The acquisition and use of special lower fare airline tickets, such as super-savers, 30-day advance bookings, and senior citizen discounts, etc., is permissible when it can be determined by the Executive Director, prior to the acquisition of the ticket, that this type of ticket is practical and there is a significant cost savings to the Commission. Round-trip tickets for special lower fare airline tickets that are restricted or have specific eligibility requirements shall be secured only when it is relatively certain that the ticket will be used.

(3) The accumulation of so-called "frequent flyer" miles or credits is authorized so long as the accrued miles or credits resulting from travel on behalf of the Commission are used solely for authorized travel on official Commission business. The use of "frequent flyer" miles or credits for so called "upgrades" is not authorized unless approved in advance by the Executive Director or Board Chairman.

e. Local Transportation.

(1) Use of taxicabs is allowed only when justified by the travel assignment. The use of a taxicab in lieu of an airport limousine is allowed only when airport limousine service is not available or when the taxicab is less expensive than the limousine.

(2) Cash paid for local bus, streetcar, and subway fares, and the like, is reimbursable and no receipts will be required, unless the amount is \$15.00 or more.

(3) Parking charges, either lot or meter, in reasonable amounts, as well as toll road, toll bridges, and ferry charges, are reimbursable to employees operating Commission, personal, or authorized rental automobiles on local assignments. Reasonable charges for parking an automobile at an airline, bus or railroad terminal, or other parking area while away from residence or headquarters on official business will be allowed.

LODGING.

a. General.

(1) Every reasonable effort will be made to obtain a corporate or government lodging rate consistent with the requirements of the travel assignment.

(2) Whenever possible lodging shall be booked in advance.

(3) Hotel charges will not be reimbursed if the employee is negligent in canceling reservations in accordance with the hotel's policy.

SUBSISTENCE.

a. General.

(1) The allowances for subsistence do not require receipts unless specifically stated. However, they are not flat allowances and only amounts actually expended may be claimed.

b. Non-overnight Travel Status.

(1) A meal allowance will be granted for a required non-overnight travel assignment. Such allowances cannot exceed the full-day rate of \$40.00.

The allowances are as follows:

Breakfast	-	\$ 8.00
Lunch	-	8.00
Dinner	-	24.00

c. Overnight Travel Status.

(1) While in overnight travel status, reimbursement for meals and other subsistence expenses is allowed to a maximum of \$40.00, which includes tips and sales tax, for each 24-hour period spent in a continuous overnight travel status. The 24-hour period begins at any time of day or night that the employee leaves headquarters or residence to embark upon overnight travel on official business. This allowance covers all meals and subsistence expenses not specifically provided for elsewhere.

d. Luncheon or Dinner Meetings.

(1) Luncheon or dinner meetings sponsored by the Commission will be paid by the Commission; therefore, no claims for such expenses may be presented on Travel Expense Vouchers.

(2) Employees on official business attending luncheon or dinner meetings not sponsored by the Commission are entitled to receive reimbursement for actual costs incurred. Luncheon or dinner meetings must meet the following criteria:

(a) The luncheon or dinner meeting must be planned in advance, and must be approved by the Executive Director.

(b) The meal must be an integral part of the

meeting.

(c) The purpose of the meeting must be to discuss Commission business and the nature of the business must be stated on the TEV.

(3) Employees in overnight travel status while attending a luncheon or dinner meeting, seminar or convention, at which meals are provided, shall have their total subsistence claims reduced by the following amounts for meals provided at such meetings: breakfast, \$8.00; lunch, \$8.00; dinner, \$24.00.

e. Reimbursement of Expenses Incurred on Behalf of Others

(1) The Executive Director is authorized to incur reasonable expenses, including alcoholic beverages, on behalf of others, who are not Commission employees, in the course of his or her official duties. The Executive Director is further authorized to approve reasonable expenses, including alcoholic beverages, incurred by his or her staff on behalf of others in the course of their official duties.

(2) The Executive Director is authorized to incur reasonable subsistence expenses, and to approve reasonable expenses incurred by his or her staff, on behalf of other Commission employees when the expenses are incurred as part of a business meeting under the following circumstances:

(a) the purpose of the meeting is to discuss official business;

(b) the meeting includes persons who are not employed by the Commission whose attendance is relative to the official business being conducted; and

(c) the meal is an integral part of the meeting.

(3) Complete justification for incurring expenses must be included on Travel Expense Vouchers. Justification should include but not be limited to:

(a) The names of the individuals for whom the expenses were incurred;

(b) An explanation of the nature and circumstances requiring the incurring of expenses on behalf of others; and

(c) Itemized receipts for the expenses incurred.