

**EXECUTIVE AND GOVERNANCE COMMITTEE**

**Recommendation to Approve a Proposed  
Airports Authority-wide Travel Policy**

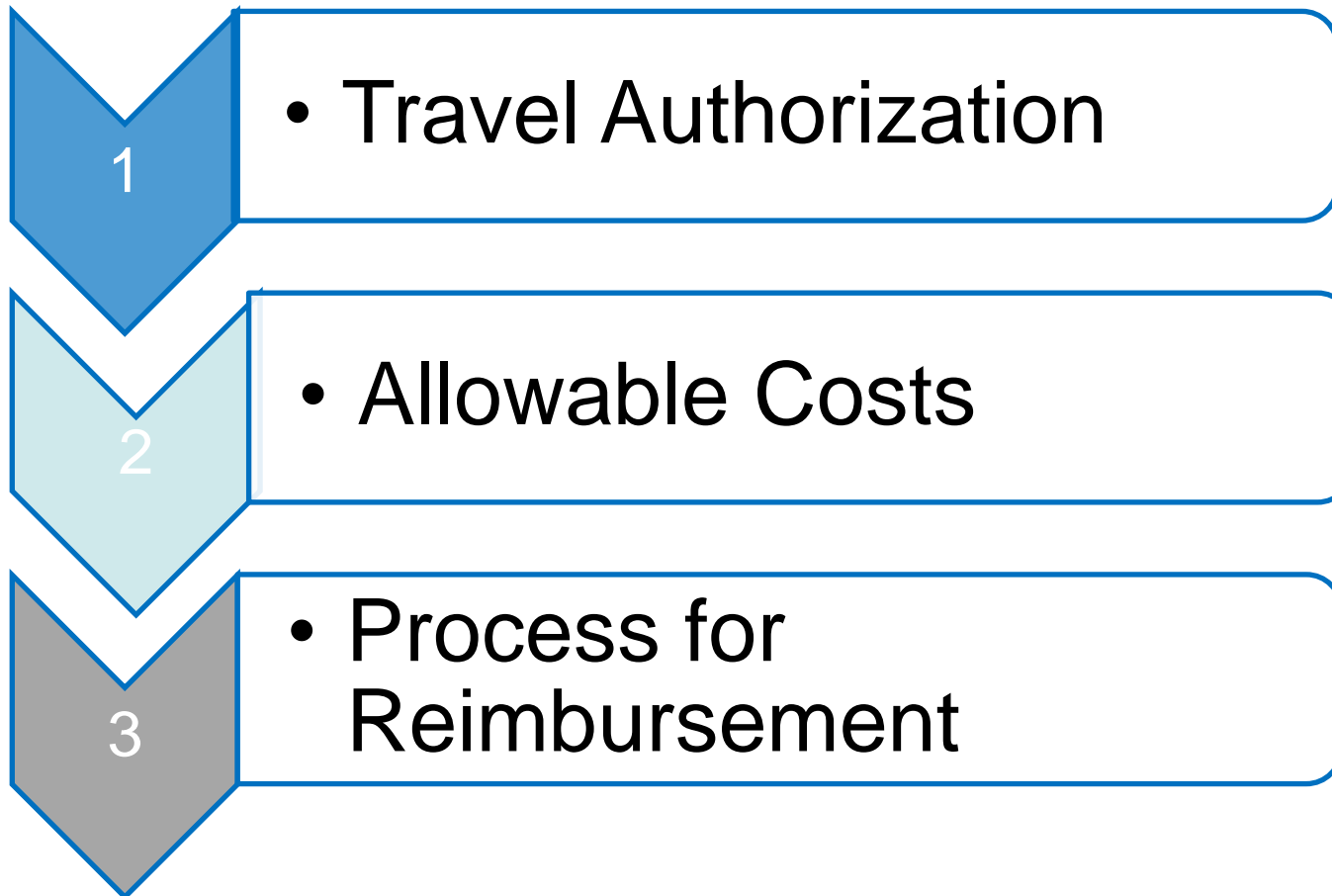
SEPTEMBER 2012

## Background

- The proposed travel policy improves transparency, responsiveness, and accountability and reflects industry ‘best practices’ and federal government practices
- The proposed policy applies to Board Members, employees, and others (such as job candidates, external procurement panel members, contractors, etc.) traveling on behalf of MWAA



## Key Elements of Travel Policy





1

## • Travel Authorization

- Travel Authorization is required to be approved in advance by the designated “Approving Official” except for routine Board and Committee meetings, and scheduled Airports Authority business meetings
- Approving Official is responsible for ensuring in advance that travel is reasonable, in compliance with this policy, and that sufficient funds are available in budget



# • Travel Authorization

- Approving Officials:

If the Traveler is...	Approval must be made in advance by...
Chairman of the Board	Vice-Chairman of the Board
Board Office (other than Chairman)	Chairman of the Board
President and CEO (“CEO”)	CFO
Executive Vice President and COO (“COO”)	CEO
Vice President	CEO or COO
Air Service Planning & Development Staff	Vice President
Staff or other Traveler not listed above	<u>Domestic Trips:</u> Vice President <u>International Trips:</u> Vice President, and Either the CEO or COO

2

## • Allowable Costs

- Round trip mileage to and from point of common carrier transportation
- Standard parking (unless valet parking is the only option)
- Taxi fare to and from the point of common carrier Transportation or work location, shuttle bus fares, common carrier Transportation
- Car rental
- Conference or meeting fees if appropriate
- Daily Expenses – “Actual expenses incurred by the Traveler on a daily basis while in a travel status. Allowable Daily Expenses may include the Traveler’s meals and Incidentals, Transportation, lodging (including internet connectivity fees, business center fees, and related expenses), and parking.”



2

## • Allowable Costs

- Air Travel
  - Travelers are required to obtain discount fares to the extent possible and purchase economy class tickets.
  - If travel is outside of the continental (contiguous) United States, the next higher class over economy, unless the next higher upgrade results in first class accommodations, is permitted.
  - No 'blanket authorization' of other than economy-class transportation accommodations



2

## • Allowable Costs

- Hotel Accommodations
  - ‘Host hotel’ for events should be used, when available. If unavailable, every effort should be made to find a room at a comparable cost or lowest possible rate (government, conference, corporate).
  - Non-standard, premium/deluxe suites or upgrades acceptable only if no additional cost to the Airports Authority.



2

## • Allowable Costs

- Meals and Incidentals
  - Incidentals defined as a Daily Expense that includes: fees and tips given to porters, baggage carriers, hotel staff, and staff on ships
  - Based on actual receipts, should be reasonable and must not exceed \$71
  - Alternatively, a per diem of \$25 may be claimed without receipts
  - Alcoholic beverages not reimbursable



• Process for Reimbursement

- Reimbursement Requests must be approved by Approving Official

If the requestor is...	Approval must be made by...
Chairman of the Board	Vice-Chairman of the Board
Board Office (other than Chairman)	Chairman of the Board
CEO or COO	CFO or Designee
Vice President	CEO or COO
Staff or other requestor not listed above	Vice President or Designee



## Reporting and Compliance

- Requires quarterly reporting and annual audits

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

<b>Contents</b>	1.0	Purpose .....	4
	2.0	Distribution .....	4
	3.0	Definitions.....	4
	3.1.	Actual Expenses.....	4
	3.2.	Approving Official .....	4
	3.3.	Board Office .....	4
	3.4.	Daily Expenses.....	4
	3.5.	Domestic Trips .....	4
	3.6.	Expense Reimbursement Request .....	4
	3.7.	Incidentals .....	4
	3.8.	International Trips.....	5
	3.9.	Local Travel.....	5
	3.10.	Mileage Rate .....	5
	3.11.	Personal Expenses .....	5
	3.12.	Personal Travel .....	5
	3.13.	Transportation .....	5
	3.14.	Travel Advance .....	5
	3.15.	Travel Authorization .....	5
	3.16.	Travel Authorization Number .....	5
	3.17.	Traveler .....	6
	4.0	Policy.....	6
	4.1.	General Policy .....	6
	4.2.	Prudent Use of Travel Funds .....	6
	4.3.	Trip Summary.....	6
	4.4.	Travel Reporting.....	6
	4.5.	Annual Audit.....	6
	5.0	Travel Authorizations .....	7
	5.1.	Preparing the Travel Authorization/Advance Form .....	7
	5.2.	Approving Officials for Travel Authorizations .....	7
	5.2.1.	Responsibility of Approving Officials for Travel Authorizations.....	7
	5.2.2.	Appeal of Denied Travel Authorization.....	7
	5.3.	Allowable Costs.....	7
	5.4.	Amending a Travel Authorization/Advance Form .....	8
	5.5.	Business and Personal Travel Combined.....	8
	5.6.	Transportation .....	8
	5.6.1.	Air Travel .....	8
	5.6.2.	Train Travel .....	9

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

5.6.3.	Car Rental .....	9
5.6.4.	Private Aircraft.....	9
5.6.5.	Personal Vehicle .....	9
5.6.6.	Travel Routing .....	10
5.6.7.	Taxis, Shuttle Services and Other Courtesy Transportation.....	10
5.7.	Hotel Accommodations .....	10
6.0	Travel Advances.....	10
6.1.	General.....	10
6.2.	Approval and Submission Requirements .....	10
6.3.	Payment of Travel Advances .....	10
6.4.	Repayment of Travel Advances .....	11
6.5.	Failure to Repay Advances and Potential Payroll Deduction .....	11
7.0	Making Reservations.....	11
7.1.	Travel Agent.....	11
7.1.1.	Problems with Ticketing or the Travel Agent .....	11
7.2.	Using the Internet or Contacting Carriers Directly .....	11
8.0	Local Travel.....	12
8.1.	Reimbursable Expense for Local Travel .....	12
8.2.	Local Travel From Home Versus Work.....	12
8.3.	Airports Authority-Sponsored Activities and Events.....	12
9.0	Expense Reimbursements .....	12
9.1.	Completing the Expense Reimbursement Request.....	12
9.1.1.	General Guidelines.....	12
9.1.2.	Receipts .....	12
9.1.3.	Daily Expenses for Meals and Incidentals .....	13
9.1.4.	Allowed Expenses for Travel.....	13
9.1.5.	Personal Expenses .....	13
9.2.	Approving Officials for Expense Reimbursement Requests .....	14
9.3.	Currency Conversion.....	14
9.4.	Submission Requirements .....	14
9.4.1.	Cancellation With Charges Incurred .....	14
10.0	Miscellaneous.....	15
10.1.	Travel Expenses Paid by Outside Parties.....	15
10.2.	Personal Injury Accidents.....	15
11.0	Exceptions to the Policy .....	15
12.0	Questions .....	15
13.0	Effective Date .....	15

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

14.0 Approvals .....	15
Attachment 1 – Mileage Rate.....	16
Attachment 2 – Form AC-10 (Travel Authorization/Advance).....	17
Attachment 3 – Airports Authority Travel Agent.....	17
Attachment 4 – Form AC-13 (Expense Reimbursement Request).....	18

DRAFT

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
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<b>1.0 Purpose</b>	The purpose of this Policy is to outline travel procedures for allowability, fiscal responsibility and consistency in control and reporting. The Policy applies to all Travelers, including all Directors, all employees, and non-employees (such as job candidates, external procurement panel members, etc.) traveling on behalf of the Metropolitan Washington Airports Authority (Airports Authority). Any exceptions for a category of Traveler are explicitly noted in the applicable section.
<b>2.0 Distribution</b>	This Policy shall be distributed to all Directors and employees and supersede Airports Authority Directive AC-001B, dated April 15, 2005, and the Travel and Business Expense Guidelines for Board of Directors, dated December 3, 2008.  This Policy will be presented to Directors during members' initial orientation and reviewed with Directors annually thereafter and presented to employees during new employee orientation.
<b>3.0 Definitions</b>	<p><b>3.1. Actual Expenses</b> Payment of authorized actual daily expenses incurred, up to the limit prescribed by Section 9.1.3 of this policy, as appropriate. Entitlement to reimbursement is contingent upon the presentment of receipts for actual expenses.</p> <p><b>3.2. Approving Official</b> Those authorized to approve Travel Authorizations or Expense Reimbursement Requests. The Approving Official is responsible for ensuring knowledge and compliance with this Policy.</p> <p><b>3.3. Board Office</b> Includes the Directors, the Vice President &amp; Secretary, and Board staff.</p> <p><b>3.4. Daily Expenses</b> Actual expenses incurred by the Traveler on a daily basis while in a travel status. Allowable Daily Expenses may include the Traveler's meals and Incidentals, Transportation, lodging (including internet connectivity fees, business center fees, and related expenses), and parking.</p> <p><b>3.5. Domestic Trips</b> Trips taken within the continental (contiguous) United States (excludes Alaska, Hawaii, and U.S. Territories).</p> <p><b>3.6. Expense Reimbursement Request</b> The Expense Reimbursement Request is the Traveler's statement to the Airports Authority of costs incurred on behalf of the Airports Authority.  The Board Office and non-employees (such as job candidates, external procurement panel members, etc.) submit the Expense Reimbursement Request using the Form AC-13, which is available on Livelink, under MA-20 (Finance), in the Finance Forms folder and in the warehouse at each airport. The Vice President &amp; Secretary shall transmit all documentation to Accounts Payable for the Board Office. Employees submit this form electronically through the Oracle EBS system using the appropriate MWAA Employee Expense Entry template (i-Expense).</p> <p><b>3.7. Incidentals</b> A Daily Expense that includes: fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.</p>

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

### **3.8. International Trips**

Trips taken outside of the continental (contiguous) United States. Trips to Hawaii, Alaska, and U.S. Territories are also considered International Trips.

### **3.9. Local Travel**

Any one-day trip less than 250 miles round trip from the Traveler's work location that does not require an overnight stay. Local Travel may be via personal vehicle, Airports Authority-owned vehicle or public transportation. Use of Airports Authority-owned vehicles is encouraged.

### **3.10. Mileage Rate**

The per mile amount reimbursed to a Traveler when using his/her privately owned automobile on official business. Use of a privately owned vehicle is only authorized for Local Travel or as stated in Section 5.6.5 of this Policy. The Airports Authority follows the rate set by the IRS. The Mileage Rate is the same for Local and non-local Travel. The rate shall be updated as required by the Office of Finance and documentation on the current mileage rate is included in Attachment 1.

### **3.11. Personal Expenses**

Expenses not considered necessary to conduct official Airports Authority business. Personal Expenses that may not be reimbursed include expenses for movie rentals, health club costs, sundries, non-business related Local Travel, and alcoholic beverages.

### **3.12. Personal Travel**

Any travel not considered official business.

### **3.13. Transportation**

The means by which a Traveler gets to and from an authorized destination. Transportation may be accomplished by common carrier (e.g. bus, rental car, plane, train, or taxi), privately owned vehicle (if using a car service, only an amount up to a cab fare for an equivalent trip will be reimbursed) and Airports Authority-owned vehicle. Refer to Section 5.6 for Transportation guidelines and restrictions.

### **3.14. Travel Advance**

Funds advanced via Form AC-10, Travel Authorization/Advance, to a Traveler prior to traveling on the Airports Authority's behalf. Travel Authorization/Advance forms are available on Livelink, under MA-20 (Finance), in the Finance Forms folder and in the warehouse at each Airport.

### **3.15. Travel Authorization**

Written approval for a Traveler to leave his/her work location and incur expenses on behalf of the Airports Authority. Form AC-10, Travel Authorization/Advance, specifies the dates, places to be visited, department, estimated cost for the trip, and other pertinent information. The Travel Authorization/Advance Form shall be completed and approved before the trip, in accordance with Section 5.1. Travel Authorization/Advance forms are available on Livelink, under MA-20 (Finance), in the Finance Forms folder and in the warehouse at each Airport.

### **3.16. Travel Authorization Number**

A sequential number assigned by the Traveler's office that uniquely identifies each Travel Authorization. The format is 4 letters (always MWAA), followed by 2 digits designating the fiscal year, followed by 3 digits (the MA routing number of the Traveler preceded by zeros if less than 3 digits), followed by a



<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
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3-digit trip number. The four elements should be separated by dashes, e.g., MWAA-03-022-010. The person preparing the Travel Authorization/Advance Form is responsible for obtaining the 3-digit trip number from the Traveler's office.

**3.17. Traveler**

Any person authorized to travel on behalf of the Airports Authority.

**4.0  
Policy**

**4.1. General Policy**

The Airports Authority shall pay for or reimburse reasonable actual, authorized and properly documented expenses incurred while traveling on official business. Expenses include Transportation, Daily Expenses and other expenses necessary to complete the purpose of the trip in the most expeditious and cost effective manner to the Airports Authority. Expenses claimed that are found to be in violation of this Policy shall be rejected by the Approving Official. If payment or reimbursement occurred and further review by management, accounting staff, or audit determines it was made in error, the Traveler shall be required to make restitution.

**4.2. Prudent Use of Travel Funds**

Expenses incurred relative to the purpose and location of the travel must be reasonable.

**4.3. Trip Summary**

When requested by the Approving Official, the Traveler shall provide a written summary describing any event attended, key business-related activities, and the results and benefits to the Airports Authority.

**4.4. Travel Reporting**

Quarterly, the Airports Authority will deliver to the Board Office a report of all travel activity, which includes the travel of all Directors and employees.

**4.5. Annual Audit**

The Office of Audit shall conduct an annual audit of all travel expenses and present results of the audit to the President and CEO and Executive and Governance Committee of the Board.

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

**5.0  
Travel  
Authorizations**

**5.1. Preparing the Travel Authorization/Advance Form**

The Travel Authorization/Advance Form (Attachment 2) shall be prepared to provide an estimate of the cost of non-Local Travel for budgetary purposes.

The Traveler’s office must maintain a copy of the Travel Authorization/Advance Form until it has been submitted to Finance.

**5.2. Approving Officials for Travel Authorizations**

<b>If the Traveler is...</b>	<b>Approval must be made in advance by...</b>
Chairman of the Board	Vice-Chairman of the Board
Board Office (other than Chairman)	Chairman of the Board
President and CEO (“CEO”)	CFO
Executive Vice President and COO (“COO”)	CEO
Vice President	CEO or COO
Air Service Planning & Development Staff	Vice President
Staff or other Traveler not listed above	<u>Domestic Trips:</u> Vice President  <u>International Trips:</u> Vice President, and Either the CEO or COO

The Board Office is not required to obtain a Travel Authorization for travel to Board and Committee meetings and any function, meeting, or event other than conferences for which the invitation has been extended to all Directors or Directors on the same Committee. If there is a vacancy or extended unavailability of an Approving Official on the Board, the Chairman of the Board or other Board Officer shall submit a Travel Authorization to the Board Secretary for approval.

**5.2.1. Responsibility of Approving Officials for Travel Authorizations**

It is the responsibility of the Approving Official to ensure, prior to authorizing travel, that the requested travel is reasonable, in compliance with this Policy, and that sufficient funds for travel are available in the department budget.

**5.2.2. Appeal of Denied Travel Authorization**

If a travel request for the Board Office is declined, the Traveler may appeal the decision to the Executive and Governance Committee.

**5.3. Allowable Costs**

Allowable costs include: round trip mileage to and from the point of common carrier Transportation, standard parking (not including valet parking, unless valet parking is the only option available), taxi fare to and from the point of common carrier Transportation or work location, shuttle bus fares, common carrier Transportation, Daily Expenses, car rental, telephone charges as described hereafter, and conference or meeting fees if appropriate. NOTE: Mileage to or from the airport may not be approved on workdays if the Traveler is required to report to work before or after the trip and works at the airport at which the flight is departing or arriving.

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
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#### **5.4. Amending a Travel Authorization/Advance Form**

If travel plans change significantly, an amended Travel Authorization/Advance should be prepared. Significant changes are defined as changes that either increase or decrease the number of travel days or vary the estimated cost by 20 percent or more.

A Travel Authorization/Advance may be amended by (a) canceling the original Authorization and preparing a new Authorization using a new Authorization Number; or (b) amending the existing Authorization and initialing the changes; or (c) preparing a new Travel Authorization/Advance with the changes using the same number and stamped or marked "amended". Under "Remarks," the reason for the modification should be explained in detail. The Approving Official shall approve the amended Authorization.

#### **5.5. Business and Personal Travel Combined**

If a Traveler desires to combine a business trip with personal time, the Traveler shall indicate that in the appropriate section of the Travel Authorization/Advance Form and annotate the dates of personal leave. Approval to combine Personal Travel with business travel is at the sole discretion of the Approving Official. The Traveler shall reimburse the Airports Authority for the difference the Airports Authority would have paid for the most direct route to the business destination. Allowable expenses, as defined, are only reimbursable for the Traveler for the business portion of the trip.

#### **5.6. Transportation**

If a Traveler wants to use tickets that include weekend days to obtain savings on airfare, the Approving Official must concur and specifically note this on the Travel Authorization before their purchase. Evidence of the savings received from a weekend stay shall be provided in the form of dated quotes from the airline, hotel and estimated subsistence for the weekend stay versus the weekday airline ticket round trip cost.

To minimize costs, Travelers are encouraged to book Transportation as early as possible.

##### **5.6.1. Air Travel**

Travelers are required to obtain discount fares to the extent possible and purchase economy class tickets. Unrestricted or changeable tickets are allowable. Travelers may upgrade to a different class at their own expense. If travel is outside of the continental (contiguous) United States, the Board Office may purchase the next higher class over economy without prior approval, unless the next higher upgrade results in first class accommodations which must be approved in advance by the Approving Official. Travelers other than the Board Office may request advance approval from the appropriate Approving Official for the next higher class over economy if travel is outside the continental (contiguous) United States. Travelers may, with advance approval from the appropriate Approving Official, purchase other than economy class when necessary to accommodate a medical disability or other special need. Blanket authorization of other than economy class transportation accommodations is prohibited; authorizations shall be on an individual trip-by-trip basis.

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
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Baggage fees charged by airlines for checked luggage will be reimbursed for up to two bags.

#### **5.6.2. Train Travel**

Travelers are required to purchase economy class or Acela business class tickets for train fares. The appropriate Approving Official may authorize the next higher class or Pullman car fares if the trip is greater than 6 hours or the travel is overnight. Travelers may, with advance approval from the appropriate Approving Official, purchase other than economy class when necessary to accommodate a medical disability or other special need. Blanket authorization of other than economy class transportation accommodations is prohibited; authorizations shall be on an individual trip-by-trip basis.

#### **5.6.3. Car Rental**

Car rental shall be authorized only when local Transportation is not practical or would be more expensive. Car rentals, if authorized, are limited to intermediate size vehicles. The Approving Official shall annotate the justification for use of a rental car in the "Remarks or Special Provisions" section on the Travel Authorization/Advance.

To the extent possible, the Airports Authority encourages Travelers to coordinate Transportation services when two or more Travelers are traveling at the same time to the same destination. Travelers shall not utilize the car rental pre-paid gasoline option.

The Airports Authority maintains insurance for Travelers renting automobiles while on official travel. The Airports Authority will not reimburse the Loss Damage Waiver (LDW) and Personal Accident Insurance (PAI) provisions of a rental car agreement. The Traveler shall use personal funds to purchase LDW or PAI or provide personal auto insurance coverage to cover any Personal Travel. The business portion of the rental car expense shall be a ratio of total business days used to total days of the rental car contract.

If the Traveler is involved in an accident while traveling on official business, he/she shall report the accident to the local authorities, the car rental company, their supervisor, or, in the case of a Member of the Board of Directors, the Chairman of the Board, and follow the Airports Authority's procedures as outlined in the Risk Management Claims Procedure Manual.

#### **5.6.4. Private Aircraft**

The use of a non-commercial privately owned aircraft is not authorized.

#### **5.6.5. Personal Vehicle**

Travelers are not authorized to use their personal vehicle for Airports Authority business, except for Local Travel or when authorized by the Approving Official. The Traveler's insurance policy for his/her personal vehicle shall be the primary policy when that vehicle is used on Airports Authority business. The Airports Authority provides coverage for liability in excess of the Traveler's policy.

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
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#### **5.6.6. Travel Routing**

Travel shall be arranged by the route and Transportation mode that is most cost effective to the Airports Authority, except when otherwise necessary for Air Service Planning & Development purposes and must be authorized in advance by the Vice President of Air Service Planning & Development. The Traveler shall bear any additional cost incurred as a result of deviation from this route for personal reasons. Travelers shall indicate all calculations clearly on the Expense Reimbursement Request to support the amount claimed. If the Traveler is authorized to use a privately owned vehicle, reimbursement is limited to the lesser of actual expense at the current Mileage Rate or the direct route advance purchase ticket.

#### **5.6.7. Taxis, Shuttle Services and Other Courtesy Transportation**

Transportation expenses in the performance of Airports Authority business travel are reimbursable for the usual fare plus tip for use of a taxi, shuttle service or other courtesy transportation.

#### **5.7. Hotel Accommodations**

If traveling to an event and a host hotel is provided at a reasonable rate, Travelers should stay at the host hotel unless rooms are sold out at the host hotel rate. If rooms are no longer available at the host hotel rate, the Traveler should make every effort to find a room at a comparable cost.

If purpose of the travel is for a meeting or event that does not include a host hotel, the Traveler should make every effort to find a hotel with reasonable rates.

To minimize costs, Travelers are encouraged to book lodging as early as possible. In addition, the lowest possible (government, conference, corporate) rates at the selected hotel should be obtained when making hotel reservations. Non-standard, premium/deluxe suites or upgrades are acceptable only when there is no additional cost to the Airports Authority. Travelers may upgrade at their own expense. Travelers should provide their credit card information at check in to ensure that they are billed directly for all hotel charges.

### **6.0 Travel Advances**

#### **6.1. General**

The Board Office and employees may request Travel Advances to cover their estimated out-of-pocket expenses while traveling on official business. The requested amount of the Travel Advance may not exceed the total cost estimate authorized in the Travel Authorization/Advance request.

#### **6.2. Approval and Submission Requirements**

A Traveler may request a Travel Advance by completing Form AC-10, Travel Authorization/Advance Request (Attachment 2), and having it approved by his/her Approving Official. To allow sufficient time to process the request, Travelers are encouraged to submit the request at least 10 business days before the start of the trip.

#### **6.3. Payment of Travel Advances**

Generally, Travel Advances will be paid to the Traveler no sooner than 15 business days before travel commences.

Travel Advances shall not be issued through the Agent Cashier.

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

#### **6.4. Repayment of Travel Advances**

Travel Advances must be settled by completing an Expense Reimbursement Request (see Section 9.0). If the amount submitted in the Expense Reimbursement Request is less than the amount of the Advance, the Traveler must send a personal check payable to MWAA routed to Accounts Payable (MA-22B) with the Expense Reimbursement Request. Travel Advances may also be repaid by returning the original check.

#### **6.5. Failure to Repay Advances and Potential Payroll Deduction**

The Traveler shall submit an Expense Reimbursement Request within 30 days after returning from the trip. Any Travel Advance still outstanding 45 days after returning from the trip shall be referred to the Controller who shall notify the Traveler and the Traveler's Vice President that the amount will be deducted from his/her next paycheck within 10 days and future requests for Travel Advances to the Traveler will be denied.

### **7.0 Making Reservations**

The Traveler may use the Airports Authority travel agents or his/her personal method of payment. If a Travel Authorization is required as defined in Section 5.2, the Traveler MUST obtain the Approving Official's signature and a Travel Authorization number prior to purchasing any tickets. If it is determined a ticket was purchased or reservation requiring a deposit was made prior to approval and receipt of a Travel Authorization number, the Traveler may have to pay for the items purchased.

#### **7.1. Travel Agent**

The Airports Authority has an established contract with a travel agency (Attachment 3). The Traveler may use the travel agent to make airline or train reservations. Hotel reservations, and/or car rental reservations (if authorized) may be made by the travel agent if a personal data sheet completed by the Traveler is on file with the agent. When making reservations with the Airports Authority's travel agent, Travelers should be as flexible as possible on their departure and return dates to take advantage of discount fares. The travel agent charges a fee for the service, which is part of the total cost of the ticket.

In the event of a national security incident, the travel agent will be able to provide vital information on the Traveler's itinerary and/or current location.

##### **7.1.1. Problems with Ticketing or the Travel Agent**

The travel agent provides a toll free number to be used during the travel period. The Airports Authority's travel agent and Airports Authority staff making the arrangements can easily remedy most ticketing reservation problems. If a problem cannot be resolved with the travel agent, the details should be reported to Accounts Payable, MA-22B.

#### **7.2. Using the Internet or Contacting Carriers Directly**

Travelers may use the Internet or contact carriers directly in an effort to obtain better prices. The Traveler is expected to use/obtain discount fares to the extent possible and purchase only economy class tickets.

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

**8.0  
Local Travel**

**8.1. Reimbursable Expense for Local Travel**

Reimbursable expenses for Local Travel while on Airports Authority business include mileage, standard parking (not including valet parking, unless valet parking is the only option available, public transit (Metrorail), and tolls. Accounts Payable shall reimburse expenses incurred during Local Travel upon receipt of an approved Form AC-13, Expense Reimbursement Request (Attachment 4). Local Travel reimbursements may be signed by the Department Manager or designated official.

Only Travelers on official Airports Authority business on their regular day off shall be reimbursed for meals during normal working hours.

Mileage to and from the workplace on a regularly scheduled day off is not reimbursable if an employee is reporting for work to perform his/her regular duties. Union employees shall refer to their current executed agreement with the Airports Authority.

**8.2. Local Travel From Home Versus Work**

If Local Travel to a meeting or training is from home rather than work on a normal business day, the normal commuting expenses to and from work shall be deducted from the claim.

**8.3. Airports Authority-Sponsored Activities and Events**

Travelers shall not be reimbursed for Local Travel expenses or meals incurred while participating in Airports Authority-sponsored activities and events for which attendance is not mandatory.

**9.0  
Expense  
Reimbursements**

**9.1. Completing the Expense Reimbursement Request**

**9.1.1. General Guidelines**

The requestor must complete an Expense Reimbursement Request to request reimbursement of travel expenses. Expense Reimbursement Requests must be typed and signed by the requestor or submitted electronically through the i-Expense system. The address used on the form should be the requestor's preferred check mailing address or noted electronic funds transfer for direct deposit. The accounting code on the bottom of the form must be the same as that on the Travel Authorization.

**9.1.2. Receipts**

Requestors shall maintain all receipts related to travel on Airports Authority business. If submitting the Expense Reimbursement Request electronically through the i-Expense system, receipts must be submitted electronically and must be legible. Those not required to submit the Expense Reimbursement Request electronically must attach original receipts to the Expense Reimbursement Request and forward them to Accounts Payable, MA-22B.

Detailed receipts are required for all expenses in excess of \$25.00. For a credit card purchase, the signature page, as well as the detail of the purchase, are required. The requestor shall provide receipts for room/hotel meals that show total daily meal expenses of more than \$25.00 per day. (Hotels will provide this receipt upon request.)

The original itinerary and receipt for airfare shall be provided to document the travel. It is important that the employee's name, method of payment, date, time, airline flight numbers and applicable changes are clearly evident from the documentation provided.

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

Requestors may submit a per diem claim up to \$25.00 without receipts for total daily meal and Incidentals expenses (including applicable taxes and tips). Reimbursement requests for meals and Incidentals totaling more than the allotted \$25.00 per diem require detailed receipts.

Travelers shall be reimbursed for the actual cost of lodging for the business portion of the trip. The Traveler's lodging receipt must show each night registered. A lump sum billing, covering a number of days, is not acceptable. Online bookings may preclude daily charges from showing on the hotel receipt, however in this event, the Traveler must obtain evidence from the hotel indicating dates of stay. Travelers are discouraged from pre-payment lodging expenses unless clearly documented significant savings is evidenced in the Travel Authorization/Advance and approved in advance by Approving Official. The Traveler may claim Daily Expenses for the business portion of the trip only.

Receipts for gasoline purchases for a rental car are required regardless of cost.

#### **9.1.3. Daily Expenses for Meals and Incidentals**

Daily Expenses for meals (including applicable taxes and tips) and Incidentals should be reasonable and must not exceed \$71.

#### **9.1.4. Allowed Expenses for Travel**

Tips in excess of the following amounts may be denied:

- \$2.00 per incident for baggage handlers, porters, shuttle drivers
- 20 percent of bill for meals
- 20 percent of trip charge for taxis

A claim for any expense involving tips will constitute a certification on the part of the requestor submitting the claim that those amounts were actually given to the service provider.

Dry cleaning and laundry expenses are allowed only for trips exceeding six (6) nights and seven (7) days. Rental cars are allowed only if approved on the Travel Authorization/Advance Form. Gasoline purchases incurred while traveling on business purposes shall be reimbursed only with receipts, regardless of cost.

Meals provided in the prepaid cost of activities will not be reimbursed if the requestor chooses to obtain his/her meals elsewhere. Exceptions may be granted by the Approving Official.

Mileage is reimbursable to and from the destination at the Mileage Rate set by the IRS per mile traveled for business. See Attachment 1.

#### **9.1.5. Personal Expenses**

Personal Expenses are not reimbursable.



<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

## 9.2. Approving Officials for Expense Reimbursement Requests

If the requestor is...	Approval must be made by...
Chairman of the Board	Vice-Chairman of the Board
Board Office (other than Chairman)	Chairman of the Board
CEO or COO	CFO or Designee
Vice President	CEO or COO
Staff or other requestor not listed above	Vice President or Designee

If there is a vacancy or extended unavailability of an Approving Official on the Board, the Chairman of the Board or other Board Officer shall submit an Expense Reimbursement Request to the Board Secretary for approval.

## 9.3. Currency Conversion

The Airports Authority will reimburse for out-of-country expenses for approved international travel on the basis of credit card statements and receipts, including currency conversion fees and credit card foreign exchange fees, for business-related transactions. The reimbursement rate is based on the exchange rate used by the Traveler's credit card company in calculating its "local currency" payment. The use of Automated Teller Machines (ATMs) is encouraged to minimize these fees.

## 9.4. Submission Requirements

The Board Office and non-employees (such as job candidates, external procurement panel members, etc.) submit the approved Expense Reimbursement Request using the Form AC-13 (Attachment 4), which is available on Livelink, under MA-20 (Finance), in the Finance Forms folder and in the warehouse of each airport. The Form must be submitted to Accounts Payable (MA-22B) within 30 days after completion of the trip. If a Travel Authorization/Advance is required, a copy should be submitted with the Expense Reimbursement Request.

Employees must submit Expense Reimbursement Requests electronically through the i-Expense system within 30 days after completion of the trip. If a Travel Authorization/Advance is required, a copy should be submitted with the Expense Reimbursement Request. Upon appropriate approvals, the electronic Expense Reimbursement Request will be routed to Accounts Payable.

### 9.4.1. Cancellation With Charges Incurred

If a trip is cancelled and charges were incurred (e.g., airfare or hotel reservations), an Expense Reimbursement Request shall be prepared and approved by the Approving Official. The Traveler shall provide a brief written explanation for the cancellation, submit the Expense Reimbursement Request with a copy of the Travel Authorization/Advance Form clearly marked "CANCELED," and return any Advance money received to Accounts Payable, MA-22B, within 10 business days of the cancellation.

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

<b>10.0 Miscellaneous</b>	<p><b>10.1. Travel Expenses Paid by Outside Parties</b> In circumstances when an employee's expenses are eligible for reimbursement by a third party, the employee should submit the Travel Authorization to Accounts Payable (MA-22B) and note on the Travel Authorization the third party reimbursement, including the name and billing contact for the third party. After submitting the Expense Reimbursement Request, Accounts Payable will submit an invoice to the third party directing reimbursement be made directly to the Airports Authority.</p> <p><b>10.2. Personal Injury Accidents</b> A Traveler has the responsibility to seek medical attention if he/she is injured while traveling on official business and to notify his/her immediate supervisor as soon as possible. The Workers' Compensation insurance company shall determine if the injury will be compensable under the Virginia Workers' Compensation Act. The Traveler should follow the Airports Authority's internal reporting procedures as outlined in the <i>Risk Management Claims Procedure Manual</i>.</p> <p>A personal accident policy is also in effect for foreign Travelers. The Traveler shall contact the Risk Management Department prior to foreign travel for current policy information.</p>
<b>11.0 Exceptions to the Policy</b>	<p>Exceptions to this Policy shall be explained in detail on the Expense Reimbursement Request. When circumstances arise that are not directly covered in these written procedures, Travelers are expected to use sound judgment and provide detailed documentation on the reimbursement request in support of variances.</p> <p>Any exception to this policy requested by the Board Office must be approved in writing by the Chairman of the Board of Directors. If denied, the decision may be appealed to the Executive and Governance Committee.</p> <p>Any exception to this policy requested by staff must be approved in writing by the CEO or COO.</p>
<b>12.0 Questions</b>	<p>Questions regarding this Policy should be directed to Accounts Payable, MA-22B, on (703) 417-8722.</p>
<b>13.0 Effective Date</b>	
<b>14.0 Approvals</b>	

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

**Attachment 1**  
**Mileage Rate**

TO: Users at CF, Users at DCA; Users at IAD; Users at PSD; Users at DCE  
FROM: Wanda Onafuwa, Accounts Payable Manager  
DATE: January 1, 2012  
SUBJECT: IRS Mileage Rate

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The IRS standard business mileage rate effective January 1, 2012 is 55.5 cents per mile. Please use this rate on all expense reimbursement requests for travel beginning January 1–December 31, 2012.

For all employees the Oracle i-Expense module will reflect the current mileage rate . For non-users of i-Expense we have updated the appropriate Expense Reimbursement Request forms found in the MA-20 forms folder on Live Link.

Should you have additional questions please contact me at extension 71201.

Thank You.

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<b>Topic:</b> Travel Policy	<b>Topic No:</b> To Be Determined
<b>Function:</b> General Accounting	<b>Updated:</b> August 31, 2012
<b>Section:</b> Cash Disbursements	<b>Owner:</b> Office of Finance
<b>Applicability:</b> Airports Authority-wide, including Directors	<b>Status:</b> DRAFT

**Attachment 2**  
**Form AC-10**  
**(Travel**  
**Authorization/**  
**Advance)**

Page  1  of  1

Metropolitan Washington Airports Authority  
**TRAVEL AUTHORIZATION/ADVANCE**

NAME (Last, First, MI)		TRAVEL AUTHORIZATION NO. (M/AAA-YR-DEPT-AUTH NO.)
ADDRESS (Street, City, State, Zip Code)		EMPLOYEE CLOCK NO.
PURPOSE OF TRAVEL		ROUTING SYMBOL
		DAYTIME PHONE NO.

**TRAVEL ESTIMATES**

LOCATION

From: \_\_\_\_\_ To: \_\_\_\_\_ Return To: \_\_\_\_\_  
(Separate multiple destinations by commas)

DATES

From: \_\_\_\_\_ To: \_\_\_\_\_

COST ESTIMATES		
ITEM	AMOUNT	REMARKS OR SPECIAL PROVISIONS
Transportation	\$ _____	
Rental Car (must be pre-authorized)	\$ _____	
Lodging	\$ _____	
Meals	\$ _____	
Other	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
<b>TOTAL ▶</b>	\$ 0.00	

Personal time requested      Dates of personal time: \_\_\_\_\_

TRAVEL ADVANCE (OPTIONAL)	
TYPE OF ADVANCE	TRAVEL ESTIMATES
<input type="checkbox"/> CHECK	Estimated cost of trip (from total Cost Estimate above) \$ _____
	<b>LESS:</b>
<input type="checkbox"/> ACH	Transportation cost charged to the Authority \$ _____
	Other costs paid directly by the Authority \$ _____
	<b>TOTAL ▶</b> \$0.00

ACCOUNTING CODE (Insert 0s for project number and LITC if applicable)      Traveler is hereby authorized to perform travel as indicated above and to be reimbursed for necessary expenses for travel in accordance with Authority policy.

TRAVELER'S SIGNATURE	DATE
APPROVING OFFICIAL'S SIGNATURE (Please type/print name below signature)	DATE

**Attachment 3**  
**Airports**  
**Authority Travel**  
**Agent**

**Globetrotter Travel Management Services, Inc.**  
Phone: (301) 570-0800 (Press 1 for Reservations)  
travel@globetrottermgmt.com

<b>Topic:</b>	Travel Policy	<b>Topic No:</b>	To Be Determined
<b>Function:</b>	General Accounting	<b>Updated:</b>	August 31, 2012
<b>Section:</b>	Cash Disbursements	<b>Owner:</b>	Office of Finance
<b>Applicability:</b>	Airports Authority-wide, including Directors	<b>Status:</b>	DRAFT

**Attachment 4**

**Form AC-13  
(Expense  
Reimbursement  
Request)**

Metropolitan Washington Airports Authority  
**EXPENSE REIMBURSEMENT REQUEST 2012**

Page 1 of 1

NAME (Last, First, MI)				EMPLOYEE CLOCK NO.	
ADDRESS (Street, City, State, Zip Code)				ROUTING SYMBOL	
PURPOSE OF MEETING OR CONFERENCE:				DAYTIME PHONE NO.	
EXPENSES					
DATE	EXPLANATION OF EXPENSE	MILEAGE	2012 rate \$0.555	OTHER EXPENSE AMOUNT	AMOUNT CLAIMED
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
ACCOUNTING CODE (Insert 0s for project number and LITC if applicable)				TOTAL CLAIMED	\$0.00
I certify that these expenses were incurred for official business and were not previously reimbursed.					
EMPLOYEE SIGNATURE					DATE
APPROVING OFFICIAL'S SIGNATURE (Please type/print name below signature)					DATE
RECEIVED FROM CASHIER					DATE