

EXPLANATION OF CONSENT AGENDA ITEM E.2.c. (14) – August 24, 2016

ITEM:

Consideration of authorizing an additional \$1,000 to Commissioner Wayne Justice's travel budget for travel through September 30, 2016. The additional expense will be deducted evenly from the remaining (4) Commissioner's travel budget.

EXPLANATION: Attached is Policy # POL-2015-001-FIN-3, Authorization of Travel and Minor Commissioner Expenses. Policy states:

II. B. As part of the annual budget process, the Commissioners' travel budget shall be adopted annually by the Board. The budgeted amount shall be divided equally between the five (5) Commissioners. Commissioners may take approved travel by notifying the CEO. Expenses for said travel, including any fee/charges, will be deducted from that Commissioner's travel budget. At, or prior to, each regularly scheduled Commission meeting each Commissioner will be supplied with an accounting of their travel expenses account and available budget remaining for the fiscal year. **The Board may authorize any additional Commissioner's travel and modifications to the Commission travel budget if necessary.**

ATTACHMENTS: Full Policy # POL-2015-001-FIN-3 and a summary of year to date expenses for all Commissioners.

Funding Review by Finance (Pat Poston): This is an operational expense. Due to the fact that the funds are reallocated within the same budget item, there is no impact to the FY16 Operating Budget.

Staff Recommends Approval
Prepared by Melanie Bradford/Pat Poston

Summary Commissioner Travel Budget FY16	Budget FY16	Expenditures to date Balance 8/4/16	Invoices Pending Approval August 24, 2016 meeting	New Expenditures to date Balance	FY 16 Budget year Balance Remaining
5035 - Travel Expense - Allender	\$ 8,000	3,635.05	325.14	3,960.19	\$ 4,039.81
5036 - Travel Expense - Deardoff	\$ 8,000	624.90	0.00	624.90	\$ 7,375.10
5037 - Travel Expense-Justice	\$ 8,000	7,815.64	696.68	8,512.32	\$ (512.32)
5038 - Travel-Expense-Weinberg	\$ 8,000	3,408.15	72.15	3,480.30	\$ 4,519.70
5039 - Travel Expense- Evans	\$ 8,000	2,953.09	99.03	3,052.12	\$ 4,947.88
Total	\$ 40,000	18,436.83	1,193.00	19,629.83	\$ 20,370.17

Please Note:

You will need to authorize an increase for Commissioner Justice and a decrease to another Commissioner.

<p>POLICY Number: POL-2015-001-FIN-3</p>	 <p>CANAVERAL PORT AUTHORITY</p>	<p>Effective: October 1, 2015</p>
<p>Section: How We Work</p>	<p>Authorization of Travel and Minor Commissioner Expenses</p>	<p>Revision 0, supersedes all previous documents, Replaces existing Policy 1990-2 & 1999-1</p>

I. PURPOSE

To describe the Canaveral Port Authority's policy for authorization of travel and minor Commissioner expenses.

II. POLICY

- A. As part of the annual budget process, an estimated cost for meetings, conferences, trade shows and other official travel that would serve a public purpose and benefit to the operations of the Canaveral Port Authority (CPA) will be recommended by the Chief Executive Officer (CEO) for adoption by the Board as approved travel. All Staff travel with an estimated cost of \$500 or above must be approved in advance by the Port CEO or his designee.
- B. As part of the annual budget process, the Commissioners' travel budget shall be adopted annually by the Board. The budgeted amount shall be divided equally between the five (5) Commissioners. Commissioners may take approved travel by notifying the CEO. Expenses of said travel, including any fee/charges, will be deducted from that Commissioner's travel budget. At, or prior to, each regularly scheduled Commission meeting each Commissioner will be supplied with an accounting of their travel expense account and available budget remaining for the fiscal year. **The Board may authorize any additional Commissioner's travel and modifications to the Commission travel budget if necessary.**
- C. In accordance with the Canaveral Port Authority (CPA) Charter, all Commissioners' travel and related expenses are to be approved by the Board itself. However, small items relating to attendance at various community and industry meetings sometimes arise unannounced between meetings. For this reason, it is the intent of this policy to establish procedures for the payment of these expenses while complying with the CPA Charter.
- D. Small Commissioner related travel and expense items less than \$100.00 per occurrence may be paid for between meetings prior to Board approval. These items will be listed on the following meeting consent agenda for approval. If for any reason the Board does not approve any such items, it will be the responsibility of the individual incurring such expenses to reimburse the CPA. Such items will be approved by the Executive Director for payment in the normal course of business.
- E. All travel and related expenses will be in compliance with Canaveral Port Authority Charter, Article V, Section 8 and Article VII, Section 4.

III. APPLICABILITY: This policy applies to all Canaveral Port Authority employees and Commissioners.

IV. **EXCEPTIONS:** Exceptions to this policy require the prior approval of the Chief Financial Officer-Deputy Executive Director, Finance or his/her designee and the Port Director and Chief Executive Officer or his/her designee.

V. **RESPONSIBILITY:** Finance Department has the responsibility for maintaining and updating this policy.

VI. **ATTACHMENTS**