

**EXPLANATION OF CONSENT AGENDA ITEM E.(2)c.(9) – November 16, 2016**

**ITEM:**


Consideration of approving CPA Resolution No. RES-2016-16-EXE-3, establishing a consolidated travel resolution for the regulation of travel related expenses and reimbursement, and replacing former Resolution 2004-3; and adopting CPA Policy # POL-2016-001-FIN-3, Policy for travel and reimbursement of expenses incurred on official business of the CPA.

**EXPLANATION:**

Canaveral Port Authority (the "CPA") is an independent special taxing district of the State of Florida established and operating under Session Law Chapters 2003-335, 2004-472, 2005-320, 2008-288, 2011-258 and 2014-241 as amended (Port Charter). This charter amendment revised the travel section to reference a resolution (Article VII, Section4). The prior resolution No. 2004-3, addressed only the reimbursement rates for meals and mileage. This new resolution will replace No. 2004-3, and consolidate all costs to be reimbursed or expended for travel expenses incurred while on official business of CPA.

In support the charter, the CPA Policy # POL-2016-001-FIN-3, will replace the outdated existing travel policy No. 86-3, which contained many outdated and obsolete items. The current Travel Procedures manual will be updated to reflect the new policy.

Staff recommends approval.  
Prepared by Pat Poston

<p><b>POLICY</b> Number: POL-2016-001-FIN-3</p>	 <p><b>PORT CANAVERAL</b></p>	<p><b>Effective:</b> November 16, 2016</p>
<p><b>Section:</b> How We Work</p>	<p><b>Policy for travel and reimbursement of expenses incurred on official business of the Canaveral Port Authority</b></p>	<p>Revision 0, supersedes all previous documents Replaces CPA Policy 86-3</p>

**I. PURPOSE**

To prescribe the policy for the authorization, expenditure and reimbursement of reasonable, actual, out-of-pocket expenses incurred while traveling on official business of the Canaveral Port Authority (CPA).

**II. POLICY**

A. The CPA recognizes the need to perform marketing, promotional and administrative travel to develop additional business and trade for the Port and to continue on-going business and governmental relationships. Further, travel for administrative or training purposes, including attendance of conferences, conventions, seminars or other official functions concerning the business, financial or legal operations of the CPA are considered to be a normal and necessary function for members of the Port staff, commissioners, consultants and advisors when deemed appropriate. All categories of travel shall have the same requirements with regards to policy and documentation required for expenditure and reimbursement.

B. For the purpose of this Policy all travel items will be classified into one of two categories:

**CPA-E** – indicates travel for employees, staff and Commissioners of CPA.

**CPA-C** – indicates travel for consultant, advisor, attorney or any other party expending or being reimbursed for travel related to official CPA business.

Unless noted, requirements are the same regarding all items.

**C. Authorization**

1. **(CPA-E)** Written authorization from the Chief Executive Officer (CEO) or his designee shall be obtained in advance of performing travel, for amounts estimated at \$500 per trip or greater. For amounts estimated less than \$500 which include an overnight stay, the authorization may be approved by the department head. The traveler must submit a completed Travel Authorization Request form for approval. The authorization form will contain the Public Purpose, dates and destination of travel and an estimate of expenses. Trips with estimated cost of less than \$500, which do not include an overnight stay, will be addressed in CPA Travel Procedures Manual.

**2. Authorization and approval for Commissioners' travel** is in conjunction with CPA Policy # POL-2015-001-FIN-3, Authorization of Travel and Minor Commissioner Expenses. The CPA Commission may authorize special travel or trips for the CPA Port Attorney.

**3. (CPA-C)** Written authorization for expenditures or reimbursements is considered approved when included in the contract, document, Purchase Order or other written agreement issued and approved by CPA. Agreements which include travel should indicate it clearly within the document. All travel expenditure or reimbursement to outside parties will be paid in concurrence with CPA Travel Policy.

**4.** Upon approval of the travel request, lodging and transportation arrangements will be made utilizing the most efficient and economical means of travel available considering time of the travel, impact on the productivity of the traveler, cost of transportation and per diem. However, restraints on costs should never be considered when it becomes a detriment to the traveler or is not in the best interest of the CPA.

**D. Traveler**

Cost expended or reimbursed for travel will be solely for the traveler. No costs for family, spouse, partner, or any other person will be considered authorized. Should more than one person need to travel for the same purpose, a separate authorization form and/or Reimbursement form is required.

**E. Authorized Expenditures and Reimbursement**

The procedures for expending and reimbursement of travel cost for transportation, lodging and accommodations, meals and other travel related items are defined and addressed in the CPA Travel Procedures Manual.

**III. APPLICABILITY:** This Policy applies to all parties incurring costs to be reimbursed or expended for travel expenses incurred while on official business of CPA. This includes all CPA employees and staff, Commissioners, consultants, attorney, sub contractors, and contractual agreements.

**IV. EXCEPTIONS:** Exceptions to this Policy are limited as noted above, and require the prior approval of the Senior Finance Director 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.

**\*Approval Page**

Name	Title	Signature	Date
Patricia Poston	Senior Director, Finance		
Rodger Rees	Deputy Executive Director, CFO		
Craig Langley	General Counsel		
George P. Kistner III	Records Manager		
	Canaveral Port Authority Commissioner Chairman		

\*If anyone is a part of review process multiple times, a second signature is not required


## Revision History Page

Revision	Effective Date	Changes Made <small>(Initial release, *minor amendment, revision, policy review w/change, **policy review w/o change)</small>	Briefly explain the purpose/reason for revision
0	November 16, 2016	Initial Release	Replaces old CPA Policy No. 86-3

\*If change is minor amendment, then only the Records Manager is required to review and sign.  
 Minor Amendment: **Any change to an existing document that is limited to a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the document.**

\*\*If no change to policy, Records Manager is required to verify and sign.

Records Manager	Date

<p align="center"><b>RESOLUTION</b> Number: RES-2016-16-EXE-3</p>	 <p align="center"><b>CANAVERAL</b> PORT AUTHORITY</p>	<p align="center">Effective: November 16,2016</p>
<p align="center">Section: How We Work</p>	<p align="center"><b>A RESOLUTION OF THE CANAVERAL PORT AUTHORITY ESTABLISHING THE CONSOLIDATED TRAVEL POLICY</b></p>	

**WHEREAS**, the Canaveral Port Authority (the "CPA") is an independent special taxing district of the State of Florida established and operating under Session Law Chapters 2003-335, 2004-472, 2005-320, 2008-288, 2011-258 and 2014-241 as amended (Port Charter); and

**WHEREAS**, the CPA is subject to the travel and per diem rates established by Section 112.061, Fla. Stat.; and

**WHEREAS**, the Florida Legislature has enacted Section 112.061(14), Fla. Stat. (2003), that vary from the per diem rate provided in paragraph (6)(a), the subsistence rates provided in paragraph (6)(b), or the mileage rate provided in paragraph (7)(d) if those rates are not less than the statutorily established rates that are in effect for the fiscal year by the enactment of a resolution; and

**WHEREAS**, the CPA wishes to replace CPA Resolution No. 2004-3(A Resolution of the CPA Establishing the Maximum Travel Reimbursement Rates for Meals and Mileage) and consolidate into this one travel related resolution;

**NOW, THEREFORE, BE IT RESOLVED BY THE CANAVERAL PORT AUTHORITY:**

**SECTION 1.** The CPA hereby establishes this resolution in accordance with Article VII, Section4 of the Port Charter, as amended.

**SECTION 2.** The CPA will establish a policy for the regulation of travel related expenses and reimbursement for use by all parties when expenses are incurred while traveling on business of the CPA in support of this resolution; and a procedure detailing rules and instructions to support this policy.

**SECTION 3. EFFECTIVE DATE.** This resolution shall become effective immediately upon its adoption.

**DONE, ORDER AND ADOPTED** this 16<sup>TH</sup> Day of November, 2016 by the Board of Commissioners of the Canaveral Port Authority.

**CANAVERAL PORT AUTHORITY**

By: \_\_\_\_\_  
Chairman

**ATTEST:**

\_\_\_\_\_  
Secretary/Treasurer