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| STANDARD PRACTICE JACKSONVILLE AIRPORT AUTHORITY | Number: 212A |
| | Effective Date: February 11, 2002 |
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| SUBJECT: TRAVEL GUIDELINES | |

SECTION 1. GENERAL PROVISIONS

1.01 Purpose.

This Standard Practice 212A establishes travel guidelines ("Guidelines") that implement the provisions of Standard Practice 212, AUTHORIZATION AND REIMBURSEMENT OF TRAVEL and therefore must be used in conjunction with that Standard Practice. These Guidelines are intended to assist travelers in complying with all requirements regulating the authorization of and reimbursement for travel on behalf of the Jacksonville Airport Authority ("JAA"). The Guidelines conform to the requirements of the Consolidated Government Travel Regulations ("City Regulations") issued by the Director of Administration and Finance for the City of Jacksonville as mandated by Section 106.702 of the Ordinance Code of the City of Jacksonville. The Consolidated Government Travel Regulations also govern travel undertaken on behalf of the JAA.

(Authority: Section 1.01, Consolidated Government Travel Regulations)

1.02 Applicability of City Regulations.

The JAA is subject to 7-106 and therefore the City Regulations shall apply to the JAA and are the basis of the JAA's authority to pay or reimburse for expenses of persons traveling on official business of the JAA. Waivers to or modifications of the City Regulations are not permitted unless authorized by law or by the City's Director of Administration and Finance, as published. No authority, authorization or permission may be assumed if it does not appear in these regulations. Sections Two, Three and Four of this Standard Practice contain the requirements of the City Regulations.

(Authority: Section 1.03, Consolidated Government Travel Regulations)

1.03 Definitions.

As used in the Travel Guidelines:

- A. The terms **JAA, approving authority, common carrier, conference, traveler, household goods** and **personal effects** have the meanings given to them by Standard Practice 212.
- B. A **chartered vehicle** is any vehicle for hire, including an aircraft, a vessel, a bus or any other conveyance hired to transport persons, with baggage, equipment and material, from the JAA to another destination, specifically for this purpose and not as a part of a scheduled route.
- C. **Department** means the Department of Administration and Finance of the City of Jacksonville.
- D. **Director** means the City's Director of Administration and Finance.
- E. **O.C.** means the Ordinance Code of the City of Jacksonville.
- F. **Overnight** means that the traveler is actually or constructively in a travel status during the hours from 8:00 P.M. to 6:00 A.M..
- G. **Principal workplace** means that public office, public building or public facility where the traveler performs most of his official duties or, where he/she reports to receive instructions and to be paid.
- H. **7-106** means Part 7, Chapter 106, Ordinance Code of the City of Jacksonville.
- I. **Vicinity mileage** means mileage driven by a traveler at the travel destination in connection with official business, and mileage to and from the terminal of a common carrier.
- J. **Travel regulations** means those rules and regulations issued by the City's Director of Administration and Finance to implement 7-106 including future changes issued as supplements.

(Authority: Section 1.04, Consolidated Government Travel Regulations)

1.04 Travel Defined.

Other than approved recruitment or relocation expense, only those situations that require a traveler to journey outside of the City (Duval County) in order to conduct official business for the JAA will

justify "travel". Official travel status commences from the time a traveler departs his/her home or principal workplace to the time of his/her return to that location. If the traveler conducts personal business unconnected with the authorized purpose of his/her trip while on approved travel, the time spent conducting personal business shall not be included within the time spent on official travel status.

When conducting personal business while on approved travel, the traveler is considered to be in a non-travel status. As a result he/she will not be covered by any of the provisions of Standard Practice 212. A traveler may not be considered in a non-travel status if, in the opinion of the approving authority, the personal business is conducted incidentally to the official business and separating the two time periods would be impractical.

(Authority: Section 1.05, Consolidated Government Travel Regulations)

1.05 Forms

The form to be used in authorizing and documenting travel is attached as an exhibit to this Standard Practice and is entitled *Travel Form*. This form must be presented to the Accounting department with proper authorization signatures. Facsimile transmission of an approved form in lieu of a form with the original signatures of approving authorities is currently not authorized.

(Authority: Section 1.06, Consolidated Government Travel Regulations)

1.06 Designation of Travel Coordinator

The Executive Director has designated **Marie Broadbridge** as the **Travel Coordinator**, and **Lisa Hethington** as the **Alternate Travel Coordinator**. These individuals will coordinate the travel for the JAA and will be responsible for submitting any required documentation together with properly authorized forms to the Accounting Department for processing. These individuals will be the point of contact between the traveler, travel vendors and the Accounting Department and will be familiar with all rules and regulations regarding travel.

(Authority: Section 1.07, Consolidated Government Travel Regulations)

SECTION 2. AUTHORIZATION TO TRAVEL

2.01 Approval for Travel

No traveler may be reimbursed for travel expenses unless, prior to such travel, the approving authority has authorized and approved the

travel. Authorization to travel shall be shown in Section I of the Travel Form.

(Authority: Section 2.01, Consolidated Government Travel Regulations)

2.02 Approving Authorities to Permit Only Lawful Travel.

Only travel for a public purpose connected with the duties, responsibilities and mission of the JAA shall be authorized. Other travel for personal reasons, or for a purpose not supported by the mission of the JAA may not be approved for payment from JAA funds. This will not prevent an approving authority from authorizing travel for any lawful purpose at no cost to the JAA.

(Authority: Section 2.02, Consolidated Government Travel Regulations)

2.03 Joint Approvals.

Two or more agencies may authorize travel, when such travel is for a public purpose connected with the mission of each agency. The cooperating agencies will determine the method by which the traveler will be reimbursed. Joint approval of travel shall never be construed as authority for reimbursement of payment of travel expenses in any amount greater than that which could be claimed of the travel had been conducted for only one agency.

(Authority: Section 2.03, Consolidated Government Travel Regulations)

SECTION 3. TRAVEL ADVANCES

3.01 Authorized Expenses.

The approving authority may authorize a cash (check) advance to cover the anticipated cost of the travel. The amount of the advance for the traveler and any person transported in the care and custody of the traveler in the performance of the traveler's official duties may include the quoted (estimated) costs of:

1. transportation by common carrier, payable to the common carrier,
2. lodging at the single room rate, payable to the provider,
3. registration fees payable to the sponsor of the conference (copy of ad and registration required), and
4. meals, at the per diem rate, if travel is expected to last five full days or longer, payable to the authorized traveler.

No other expenses will be authorized or included in the cash advance. In no case will cash be provided for the purpose of paying registration.

In extraordinary cases, the approving authority may authorize the traveler to use cash to pay for transportation and lodging expenses instead of checks made payable to the provider.

A traveler who is provided with a cash advance will be personally liable for the amount thereof until such time as the traveler's expenses have been properly documented and reconciled with the amount of the advance in a final accounting.

(Authority: Section 2.04, Consolidated Government Travel Regulations)

3.02 Issuance.

Advances will be issued to a traveler only within 7 - 14 working days prior to the traveler's planned departure date.

A traveler may have only one cash advance outstanding at any given time. Failure to account for a prior advance will result in the denial of any request for a subsequent advance.

03 Authorization.

The approving authority will authorize the travel by executing Section I, of the travel form and may prepare and submit a request for travel (cash) advance per Section II, Travel (Cash) Advance Request, of the same form to be submitted to the Travel Coordinator for processing and submittal to the Accounting Department.

The Travel Coordinator and the Accounting Department will audit the request for accuracy and may correct any errors before the check(s) are drawn. The check(s) will be returned to the approving authority.

The approving authority accepts responsibility and accountability for the travel (cash) advance(s) and, at this point, the traveler becomes responsible to the approving authority for the final accounting of the expenses of the travel. This accounting, by the traveler, shall be made within five (5) working days of the completion of the travel.

3.04 Paperwork to be Returned to the Approving Authority.

The traveler shall return to the approving authority:

- the amount of the cash advance that was not expended on business travel expenses, and
- receipts, tickets and other documentary evidence of the

amount that were expended, as required by Section 6 of this Standard Practice, except that receipts for meals are not necessary.

- The amount of cash returned, plus the cash total of the documentary evidence, will equal the amount originally advanced. If such amounts do not equal, the traveler will provide an affidavit that clearly states the travel expense that was paid by the difference.
- If advance checks were drawn to the providers of transportation and lodging, the traveler's copy of the transportation ticket and the original detailed paid receipt provided by the lodging establishment must be attached to, and become part of, the travel claim report.

3.05 Non-Performance of Travel.

In the event that the travel is not performed, or the cost of those items for which advances were made is less than the advance, the traveler is responsible to the JAA for the return of any funds due from the common carrier, conference sponsor or lodging establishment.

3.06 Non-Refundable Ticket.

When a non-refundable ticket is ordered and then is not used, it is the responsibility of the traveler to notify the JAA's Travel Coordinator. The Travel Coordinator will then call the travel agent to notify them of the unused ticket. The ticket will then be picked up by the travel agent for credit against a future trip by the same traveler. The new travel date must be within one year from date of issuance of the returned ticket. This is in compliance with airline policies. Failure to comply with this regulation does not release the JAA from the liability for the requested ticket.

(Authority: Section 2.04, Consolidated Government Travel Regulations)

3.07 Accounting for Cash Advances.

A traveler's failure to properly account for cash advances may result in suspension or cancellation of cash advance privileges for that traveler.

SECTION 4. REIMBURSABLE TRAVEL EXPENSES

01 Purpose of Part 4.

The purpose of this section is to define which expenses incurred by a traveler will be considered reimbursable travel expenses, and to prescribe the methods by which the reimbursable amounts will be determined. It is the duty and responsibility of the traveler to claim reimbursement only for authorized official travel, and the necessary expenses of that travel in the performance of official business.

(Authority: Section 3.01, Consolidated Government Travel Regulations)

Be sure to also reference Standard Practice 212, Authorization and Reimbursement of Travel, when completing Section III, Travel Expense Section, of the Travel Form.

4.02 Constructive Point of Origin.

In the case of travel by:

1. Common Carrier (excluding a rental automobile), travel will originate at the place where the traveler boards the conveyance, with mileage to and from such place as provided in Part 3.11
2. Motor vehicle (including a rental automobile), travel will originate:
 - a. in the case of a traveler who is a Board Member or employee, at the Authority's Jacksonville International Airport Administrative Offices, as appropriate; or at the traveler's home (whichever is the lesser actual mileage to the destination).
 - b. For any other traveler, at the traveler's home or place of business, or at the place the travel commenced, whichever is the lesser actual mileage to the destination.

(Authority: Section 3.02, Consolidated Government Travel Regulations)

4.03 Constructive Travel Time.

Travel will be deemed to have commenced at the lesser of:

- the time the traveler actually began travel, or

- the latest time reasonably possible to arrive at the destination at the time required to accomplish the purpose of the travel.

The same constructive travel time will be applied in the return of the traveler. The purpose of applying this constructive travel time regulation is to assure that the traveler spends the least possible time on official travel.

If personal business is conducted during the travel, reimbursement for lodging and meals shall be based on and approved for only the constructive travel time as determined by this section, for the official travel.

(Authority: Section 3.03, Consolidated Government Travel Regulations)

4.04 Most Direct Routes of Travel; Official Maps.

Reimbursement for transportation expenses will be allowed only for the distance necessary, or the most direct route of travel to accomplish the official business of the traveler. The most current maps used by the Florida Department of Transportation will be the official reference for distances and mileage. In case of questioned distances and mileage, the official maps will be final and conclusive upon all submitted travel claims. The Florida Department of Transportation Maps can be accessed on the Internet at the following web address:

<http://www.dot.state.fl.us/mapsandpublications/hgwymap/index.htm>

Then click on the mileage chart link.

(Authority: Section 3.04, Consolidated Government Travel Regulations)

4.05 Mode of Transportation, Generally.

1. Authorized Modes.

Travel on official business may be by a public motor vehicle, a common carrier, a chartered vehicle or a private motor vehicle.

Approving authorities will designate the mode of transportation in advance of the travel. A public motor vehicle is preferred, followed by the other modes in the order listed. An approving authority should be prepared to justify the particular mode authorized. The cost of the transportation is not the sole criterion to justify a particular mode.

2. Most Economical Mode.

The approving authority will designate the most economical mode of transportation for travel to be performed based on the following:

- a. the nature of the official business to be accomplished during the travel;
- b. the time, to be taken by the traveler away from his duties at the Authority, the cost of transportation and the meals, lodging and incidental expenses estimated;
- c. the number of persons who are traveling and the equipment and material that will be transported during the travel.

Approving authorities should approve only the number of travelers who are necessary to accomplish the purpose of the travel.

(Authority: Section 3.05, Consolidated Government Travel Regulations)

4.06 Public Motor Vehicle (JAA Owned Vehicles).

JAA owned vehicles are to be driven only within the State of Florida.

4.07 Common Carrier.

Travel by common carrier shall be authorized only at the coach fare rate, except that first-class fare is authorized if coach fare is not available at the time the travel reservation was made or the ticket purchased. This must be certified in writing by the common carrier. This certification must be attached to the travel expense form when submitting for reimbursement.

The coach fare rate shall be that rate for the least expensive passenger travel on the common carrier, as stated in the carrier's published tariffs. Where the common carrier is one of many that provide the required transportation, the approving authority shall use the least expensive of all common carriers which were available and could provide the required transportation. If a traveler chooses to travel in an accommodation more expensive than coach without authorization by the approving authority, reimbursement shall be authorized at the coach fare rate of the common carrier used.

4.08 Chartered Vehicle.

A chartered vehicle will be authorized by an approving authority when it is the most economical mode of transportation available. Usually this would be considered when there is a large or bulky amount of equipment or material to be transported, or, when there is a large group of travelers authorized to travel to the same destination. The transportation expense authorized by the approving authority will be the cost of the charter, and incidental expenses applicable to the transportation of the authorized travelers in the chartered vehicle.

4.09 Private Motor Vehicle.

A private motor vehicle may be authorized by an approving authority when there is no public vehicle or common carrier available, or would be less economical. Reimbursement for the use of a private vehicle will be according to Section 3.11.

(Authority: Section 3.09, Consolidated Government Travel Regulations)

4.10 Transportation Furnished by Another Traveler.

An approving authority will not authorize or approve reimbursement for transportation expenses, whether actual or on a mileage basis, when a traveler is transported gratuitously by another traveler who is entitled to reimbursement for transportation expenses for the same travel.

Without evidence to the contrary, it will be presumed that the traveler furnishing the transportation is entitled to reimbursement for the expenses of such transportation. The burden is on the traveler who is being gratuitously transported to show that he is in fact, entitled to reimbursement for all or any portion of such transportation expenses. A statement of the facts will be attached to the Travel Form. This statement will be made under the same penalties of perjury as the Travel Form.

(Authority: Section 3.10, Consolidated Government Travel Regulations)

4.11 Mileage Reimbursement Out of City Travel.

If travel outside the City of Jacksonville is authorized by private motor vehicle, reimbursement is authorized at the rate per mile recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations, for the distance actually traveled on official business, including travel to and from the destination and necessary vicinity mileage while at the destination; provided, that if the total mileage from point of

origin to the travel destination, not including vicinity mileage, exceeds four hundred miles, the mileage reimbursement will be limited to the lesser of;

- A. the current IRS rate per mile for the entire distance including vicinity mileage; or
- B. the airline common carrier coach fare from Jacksonville, Florida to the airport nearest the point of a travel destination for all travelers using the private motor vehicle, plus the IRS rate per mile for mileage equal to the distance from the airport to the point of destination and for vicinity mileage.

When traveling by common carrier, the traveler may claim reimbursement for automobile travel from his principal workplace to the terminal of the common carrier and return. The distance to the Jacksonville International Airport and return will not exceed fifteen (15) miles in each direction. The mileage will be entered on the Travel Form for mileage reimbursement claimed under this section.

(Authority: Section 3.11, Consolidated Government Travel Regulations)

.12 Mileage Reimbursement in City Travel (within Duval County).

The travel guidelines in Sections 3.04 through 3.11 are available for travel performed on official business within Duval County. An employee who uses his private vehicle on official business within Duval County is entitled to reimbursement at the current rate per mile established by the IRS, at the time the mileage occurs. These reimbursements are paid by completing the Claim for Personal Vehicle Expenses Form. The reimbursement will be made for any time period the approving authority decides, except that in the case of requirements of the union contracts that payment is made within certain time frames, the using authority will make every reasonable effort to comply.

(Authority: Section 3.12, Consolidated Government Travel Regulations)

No other reimbursement for expenses related to the operation, maintenance and ownership of a private vehicle will be allowed when a private vehicle is used on public business.

Frequent use of personal vehicles for business is not encouraged. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers.

To be reimbursed for use of a private motor vehicle for business, travelers must provide on their expense report:

- purpose of the trip
- date and location
- mileage log

4.13 Incidental Transportation Expenses. Enumeration; Limitations.

Employees traveling to the same location should share ground transportation to and from terminals or hotels whenever possible.

The most economical mode of transportation should be used to and from airports, bus and rail terminals or hotels. The following modes of transportation should be considered:

- Buses, subways, taxis, hotel and airport shuttle services and personal car.
- Individual car services should be used only when valid business reasons preclude the use of more economical mode of transportation.

The following expenses incidental to transportation of the traveler may be reimbursed by the approving authority:

- taxi fares, if the traveler is traveling by common carrier, or by chartered vehicle incapable of being driven in the vicinity of the travel destination;
- ferry fares; bridge, road and tunnel tolls, with receipts;
- storage and parking fees; which may include drayage fees for equipment and material accompanying the traveler for official business;
- communications expenses, including charges for telephone, telegraph, radiotelephone, radiotelegraph, facsimile transfer and cable messages and service between the City of Jacksonville and the travel destination, between local points at the travel destination, and between the travel destination and other points on the travel itinerary, if necessary to confirm reservations or conduct official business, and

- Reasonable tips for transportation of baggage, not exceeding one dollar per bag transfer, limited to no more than two dollars per transfer.
- Reimbursement for hotel safety box fees for storage of cash or other valuables when necessary charges are incurred during travel.

(Authority: Section 3.13, Consolidated Government Travel Regulations)

4.14 Lodging.

Reasonable reimbursement will be made for the cost of lodging when the traveler is away from his/her place of residence overnight. If at all possible, lodging will be secured by advance reservation, and paid by JAA check. In many cases this avoids payment of local taxes, such as sales and use tax, and in some locales the tourism taxes.

The traveler should carry a copy of the JAA Tax Exemption Certificate as proof of the exemption from certain sales and use tax. The traveler should make a reasonable effort to inform the provider of lodging of the JAA's exemption from such taxes. If the taxes are still assessed, reimbursement to the traveler is appropriate. The least expensive single-room rate at the travel destination will be selected unless the approving authority authorizes another single-room rate consistent with the official business to be performed.

(Authority: Section 3.14, Consolidated Government Travel Regulations)

4.15 Meals. Authorization; Limitation.

Travelers are authorized to be reimbursed for meals while in travel status at the following fixed subsistence rates, or, at the traveler's option, at the amount submitted but not in excess of the following maximum subsistence rates, only when travel begins before and extends beyond the times specified.

A. Subsistence allowances.

1. Breakfast: five (\$5) dollars, when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.;
2. Lunch: seven (\$7) dollars, when travel begins before 12:00 noon and extends beyond 2:00 p.m.
3. Dinner: thirteen (\$13) dollars, when travel begins before 6:00 p.m., and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignments.

Subsistence allowances are paid for individual meals if they are itemized on the Travel Form in Section III. The statement should show only those meals for which a traveler is authorized as defined in paragraph (a) of this part. Attention must be paid to the time limitation as stated in Section 11 of the Standard Practice and the constructive travel time as defined in Section 3.03 of this document.

B. Daily Per Diem

A twenty-five (\$25) dollar per diem allowance is paid, at the option of the traveler, in lieu of subsistence allowances for meals on a day of travel only when travel begins before 6:00 a.m. and ends after 8:00 p.m.. If travel begins subsequently to 6:00 a.m. or ends prior to 8:00 p.m., the reimbursement for meals will be paid in accordance with the time and amount limitations as detailed in Section (a) above.

If attending a conference, and the traveler is provided one or more meals without a specific charge being made for the meal, the traveler is not entitled to any per diem allowance for the day on which the meal is so furnished, nor for any subsistence allowance for the meal that was furnished. A meal provided by a common carrier, is exempt from this ruling, and does not preclude the traveler from receiving subsistence or per diem allowance, if otherwise entitled.

(Authority: Section 3.15, Consolidated Government Travel Regulations)

C. International Meals Travel

The per diem is double for international travel.

(Authority: Section 106.714, Ordinance Code)

D. Business Meal Expenses and Entertaining Customers

Reference the Authority's Airport Promotion Standard Practice Number 205 for guidelines and procedures in incurring Business meal and entertainment expenses on behalf of the Authority.

4.16 Conference Registration Fees.

Registration fees are allowable expenses of travel and may be paid in advance of the travel, paid by Authority check and taken to the conference or reimbursed to the traveler when paid by him/her, at the discretion of the approving authority. Registration fees must be accounted for on the Travel Form in Section III. For payment to be made or reimbursed, a traveler must submit a copy of the brochure

describing the conference and a copy of the registration form to the Accounting Department at time payment is requested. If there was no advance for the registration, and traveler is to be reimbursed, a paid receipt must accompany the Travel Form.

(Authority: Section 3.16, Consolidated Government Travel Regulations)

SECTION 5. TRAVEL ARRANGEMENTS

5.01 Travel Arrangements.

The Travel Coordinator will finalize travel arrangements as early as possible to take advantage of advance purchase discounts.

5.02 Personal Travel Profiles.

All travelers expecting to travel at least twice per year should submit a completed Personal Travel Profile form to the Travel Coordinator to ensure that pertinent details and the traveler's preferences are adhered to within the reservation process.

The traveler is responsible for informing the Travel Coordinator of all personal travel information changes. This will include charge/credit card numbers, phone number, medical restrictions, special meal requirements and seat preferences.

(See Appendix for a copy of the Personal Travel Profile form.)

5.03 Ticket Delivery.

Tickets should be delivered within 3 days before the trip.

During business hours tickets will be delivered to the Travel Coordinator who will then distribute the tickets to the traveler.

5.04 Electronic Ticket Instructions.

If a traveler is flying on an electronic ticket, he/she will be given a confirmation number by the Travel Coordinator and then faxed and/or mailed an itinerary from the travel agent. At the airport, the traveler will need to exchange the confirmation number for a boarding pass.

If the traveler has forgotten or misplaced the confirmation number, proper identification and/or the credit/corporate card for the ticket purchase, must be presented.

Electronic Ticket Receipts can be obtained from the gate or ticket Agent at the airport. Note: the passenger receipt is for expense

report documentation purposes only. The traveler will not need this receipt to board the aircraft).

5.05 Foreign Travel.

- A. Travel Advisories:** Travelers must NOT travel to countries for which a travel advisory has been issued by the State Department. When in doubt a traveler should contact the Travel Coordinator to obtain a list of current advisories. Travel Advisories/Consular Info Sheets can be obtained from the U.S. Department of State Bureau of Consular Affairs via their Internet site at <http://travel.state.gov>.
- B. Rental Cars:** See Paragraph 6. of Section 7.03.
- C. Passports and Visas:** For assistance in obtaining visas/ Passports, travelers should contact the Travel Coordinator. The Authority will not pay the costs related to obtaining/ renewing passports. The Authority will reimburse the traveler for costs related to visa/consulate fees.
- D. Foreign Travel Vaccinations:** The Authority will reimburse the Traveler for all Center for Disease Control recommended Vaccinations related to travel to a foreign country to conduct official business. The inoculations should be obtained from the Duval County Health Department. Information on recommended vaccinations when traveling abroad can be obtained from the Center for Disease Control and Prevention via their Internet site at <http://www.cdc.gov> and click on the Travelers' Health Link.
- E. Foreign Currency Services:** International travelers can obtain foreign currency from any of the following locations:
- . banks
 - . airport foreign exchange counters
 - . major hotels
 - . currency exchange outlets

To purchase travelers checks prior to departure, the traveler should contact his/her local bank, auto club or American Express.

Whenever possible, the traveler is encouraged to use a credit card when foreign travel expenses are incurred. The Authority will pay all applicable currency conversion fees incurred in the performance of official business.

5.06 Emergency/En Route Reservation Changes.

If the Travel Coordinator and Alternate Travel Coordinator are not available, travelers may use the 24-hour, toll-free Emergency Travel Center phone number for itinerary changes on the road or after normal business hours. This number appears on the itinerary accompanying each ticket that has been issued by the JAA's authorized travel agent.

SECTION 6. TRAVEL BY AIR

6.01 Certain Employees Not To Travel Together.

The following combination of officers must **NOT** fly on the same aircraft per Policy Statement 122, Executive Travel Policy:

- the Executive Director and more than one Director.
- more than two Directors.
- a Director and more than one direct report.

6.02 Reservations.

Travelers anticipating air travel should obtain Travel Authorization as far in advance as is practicable. Air travel reservation requests must be included on Section I, Travel Authorization in the *Mode of Transportation* section on the Travel Form.

Air travel reservations **MUST** be made through the Travel Coordinator, unless a documented business reason dictates otherwise.

The Travel Coordinator has been advised to offer electronic ticket where eligible and will advise of all necessary travel information.

6.03 Class of Service.

All air travel must be at the coach fare rate, except that the first-class fare is authorized if coach fare is not available at the time the travel reservation was made or the ticket purchased. This must be certified in writing by the common carrier. The certification must be attached to the Travel Form when submitting for reimbursement.

The coach fare rate will be that rate for the least expensive passenger travel on the common carrier, as stated in the carrier's published tariffs. Where the common carrier is one of many carriers that provide the required transportation, the approving authority will use the least expensive of all common carriers which were available and could provide the required transportation.

If a traveler chooses to travel in an accommodation more expensive than coach, and without authorization by the approving authority, reimbursement will be authorized only at the coach fare rate of the common carrier used.

(Authority: Section 3.07, Consolidated Government Travel Regulations)

6.04 Discounted Airfares.

The following types of low fare alternatives will be considered in determining the lowest airfare:

- Specially-negotiated fares
- Non-refundable fares
- Saturday/Sunday night stay-over
- Advance purchase fares
- Connecting and one-stop flights
- Off-peak flights
- Alternate airports
- Promotional/bulk fares

6.05 Airline Frequent Flyer Programs.

Travelers may retain frequent flyer program benefits. However, participation in these programs must **NOT** influence flight selection which would result in incremental cost to the Authority beyond the lowest available airfare, as defined in these guidelines.

6.06 Airline Club Memberships.

The Authority will **NOT** absorb airline club membership costs.

6.07 Lost or Excess Baggage.

The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. The Authority will not reimburse travelers for personal items lost while traveling on business.

Measures that can be taken to minimize baggage losses include:

- Always carry valuables (e.g., jewelry, laptop computers, cameras, etc.) on board the aircraft.
- Always carry important and/or confidential documents on board the aircraft.
- Clearly tag luggage with name, address and phone number.
- Retain baggage claim receipts for checked-in luggage.
- Purchase luggage insurance. (Costs vary and are the responsibility of the traveler.)

Follow these procedures if your bags are lost en route:

- Obtain a lost luggage report form from an airline representative in the baggage claim area.
- Itemize the contents of your bag, including receipts wherever possible.
- Include a copy of your airline ticket and baggage claim stubs.
- Keep a copy of the report, airline ticket and claim stubs.
- Inquire about reimbursement.

Employees will be reimbursed for excess baggage charges only in the following circumstances:

- when traveling with heavy or bulky materials or equipment necessary for conducting business
- the excess baggage consists of Authority records or property
- when traveling for more than 14 consecutive days

6.08 Denied Boarding Compensation.

Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconveniences due to overbooking, flight cancellations, changes of equipment, etc.

Travelers must **NOT** volunteer for denied boarding compensation **when on Authority business.**

Travelers who are involuntarily denied boarding should immediately obtain a free travel voucher or other method of compensation from the airline and:

- turn it in to the Travel Coordinator
- account for the compensation (i.e., travel voucher) on the expense report.

6.09 Overnight Delays/Stopovers/Forced Layovers.

Should an airline delay or necessitate an overnight stay, the Traveler must first attempt to secure complimentary lodging from the airline. If unsuccessful, the traveler should contact the Travel Coordinator or the Travel Agent for assistance. (See Emergency Travel Assistance for additional information).

If the carrier will not absorb the hotel cost due to a forced layover:

- the cost will be absorbed by the Authority;
- the Authority will absorb the cost, provided the combined air and hotel cost is less than the next lowest available air fare.

6.10 Cancellations.

When a trip is canceled after the airline ticket (electronic or paper) has been issued, the traveler should immediately notify the Travel Coordinator and inquire about using the same ticket for future travel.

6.11 Unused/Voided Airline Tickets.

Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a travel value.

To expedite refunds, unused or partially used airline tickets must be returned immediately to the Travel Coordinator.

Unused tickets must **NOT** be sent to the airlines.

Travelers must **NOT** include the ORIGINAL unused tickets with their expense reports.

Travelers with an electronic ticket simply need to call the Travel Coordinator to initiate a refund or future travel value.

6.12 Lost or Stolen Airline Tickets.

Immediately upon discovery of a lost/stolen ticket, the traveler must obtain a lost ticket application from the airline ticket counter or the Travel Coordinator/Travel Agent.

The traveler is responsible for the value of lost tickets

The Authority will **NOT** absorb the cost of a lost ticket including fees charged by the airlines for processing the lost ticket application.

Travelers using an electronic ticket do not need to worry about lost or stolen tickets.

6.13 Air Travel Payment Procedures.

Air travel costs should be paid using:

- corporate charge/corporate credit card
- personal charge/credit card
- central airline billing account (preferred method).

SECTION 7. OTHER MODES OF TRAVEL

7.01 Rail Travel.

All rail travel must be booked through the Travel Coordinator.

Rail travel should be used:

- when it is less expensive than air travel time
- when it is more timely than driving

All rail travel will be in Coach class, except that the first-class fare is authorized if coach fare is not available at the time the travel reservation was made, or the ticket purchased. This must be certified in writing by the common carrier. This certification must be attached to the Travel Form when submitting for reimbursement.

(Authority: Section 3.08, Consolidated Government Travel Regulations)

7.02 Chartered Aircraft.

Air transportation generally is restricted to regularly scheduled airlines.

Employees may travel on charter aircraft under exceptional circumstances and with the approval of the Board Chairman.

7.03 Rental Cars.

1. Guidelines

Travelers should rent a car **to** their destination when:

- Driving is more cost-effective than airline or rail travel.
- Travel time by car is less than the cost of airfare and taxi to the location.
- Transporting large or bulky material.
- When a schedule cannot be met through the use of a common carrier.

Travelers may rent a car **at** their destination when:

- It is less expensive than other transportation modes such as taxis and airport shuttles.
- Entertaining customers.
- Two or more employees are traveling together.

2. Reservations

Rental car requests must be included on the Travel Form.

Rental car reservations must be made through the Travel Coordinator.

Rental car reservations must NOT be made by the employee directly through the rental car company.

3. Rental Car Categories

Mid size cars are the standard when renting a car. Use of larger size cars must be approved in advance on the Travel Authorization Form.

When picking up a rental car, travelers should check with the rental car agent for any promotional rates or last-minute specials.

At the time of rental, the car should be inspected and any damage found should be noted on the contract before the vehicle is accepted.

4. Rental Car Insurance - Florida.

On vehicles rented within the state of Florida, all forms of optional insurance will be rejected.

Use of consumer's certificate of exemption (i.e., sales Tax Exemption Certificate) is required if rental originates within the State of Florida.

5. Rental Car Insurance - United States excluding Florida

Travelers renting vehicles outside the State of Florida must decline all insurance coverage.

6. Rental Car Insurance - International

Travelers are *discouraged* from renting cars in foreign countries.

Travelers should accept all insurance coverage when renting cars in a foreign country.

Car rental insurance coverage purchased in foreign countries is reimbursable.

7. Rental Car Cancellation Procedures

Travelers are responsible for canceling rental car reservations and must contact:

- the Travel Coordinator
- the rental car company

Travelers should request and record the cancellation number in case of billing disputes.

8. Returning Rental Cars

Every reasonable effort must be made to return the rental car:

- to the original rental city unless approved for a one-way rental;
- intact (i.e., no bumps, scratches or mechanical failures);
- on time, to avoid additional hourly charges;
- with a full tank of gas.

9. Rental Car Payment Procedures

Unless otherwise instructed, rental cars must be paid using:

- corporate charge/corporate credit card.
- traveler's personal charge/credit card.

10. Rental Car Accidents

Should a rental car accident occur, travelers should immediately contact:

- the rental car company;
- local authorities, as required;
- the JAA's Risk Manager.

11. Rental Car Club Memberships

Travelers may participate in rental car club membership programs that are free of charge or at their own expense. However, participation in these programs must not influence car rental selection which would result in incremental cost to the Authority beyond the lowest available car rental.

SECTION 8. BUSINESS COMMUNICATION; AUTHORIZATION; LIMITATIONS.

8.01 Calling Cards.

Travelers will be reimbursed when using their personal telephone calling cards for business phone calls:

1. which are reasonable and necessary for conducting business;
2. with an original copy of the bill attached to the expense report form with written documentation of who was called and

the business purpose.

8.02 Personal Phone Calls While Traveling.

Travelers will **NOT** be reimbursed for any personal telephone calls.

8.03 Air-phone Usage.

Travelers must **NOT** use air-phones due to the high cost.

8.03 Rail-phone Usage.

Travelers must **NOT** use rail-phones due to the high cost.

8.04 Rental Car Cell Phones.

1. Travelers are **NOT** allowed to rent cellular car phones.
2. Travelers must **NOT** use rented car cell phones due to the high cost.

8.05 Hotel Telephone Usage.

1. When staying at a hotel, travelers should find out the property's local and long distance phone rates. Travelers should avoid making business phone calls that have an added surcharge.
2. To avoid substantial charges added by hotels to telephone bills, travelers should:
 - a. Use a calling card, public phone or call the office collect, whenever possible.
 - b. When using a calling card, press the # key after each call and wait for the tone, then dial the next phone number when making several long distance calls.
 - c. Use 800 number for business calls whenever possible.
 - d. Have the Authority's office place the call.

8.06 Other Communication Services.

If the traveler has to use Internet connection services while traveling (i.e., to obtain e-mail or send e-mail) the traveler should minimize the time spent on-line and call using an economical mode of communication. E-mail that the traveler is using should be composed off-line and e-mail should be retrieved and read off-line.

All communication expenses incurred while traveling are to be attached to the Travel Form. The traveler is to document the person called and the business purpose on the bill.

SECTION 9. ACCOMODATIONS WHILE TRAVELLING.

9.01 Making Hotel Reservations.

Hotel reservation requests must be included on the Travel Form.

Hotel reservations must be made through the Travel Coordinator.

9.02 Hotel Selection Guidelines.

The Authority qualifies for state or local government rates at many major hotel properties in the United States. In addition, the travel agency may belong to an organization that provides corporate discounts at many hotels. These hotels should be used, whenever possible.

Travelers should use the Authority-issued ID badge as proof of government rate eligibility.

Travelers should select hotels in the Moderate, Economy, Budget categories as rated in the OAG Business Travel Planner, unless a documented business reason dictates otherwise.

9.03 Hotel Upgrades.

Travelers are entitled to stay in a single room with a private bath.

Travelers may accept room upgrades to suites or executive floor rooms if the upgrade is at no additional cost to the Authority and it is documented by the Travel Agent.

9.04 Long-Term Hotel Stays.

Travelers staying a week or longer should inquire about weekly/long-term discounts.

9.05 Hotel Spending Guidelines.

Travelers will be reimbursed for actual and reasonable hotel room costs, according to the following guidelines:

It is the traveler's responsibility to reconfirm the government, corporate, or discount rate upon check-in. The confirmed rate appears on the travelers travel itinerary. The traveler should also

inquire as to whether there is a less expensive rate for which they qualify.

Tips for hotel staff are reimbursable when confined to reasonable limits, as determined by the services required and received. Refer to the "Incidental Transportation Expenses; Enumeration; Limitations" section for guidelines on tipping.

9.06 Room Guarantee.

Unless otherwise instructed, all rooms will be guaranteed for late arrival with the traveler's personal charge/credit card or corporate charge/corporate credit card.

9.07 Hotel Cancellation Procedures.

Travelers are *responsible* for canceling hotel rooms and must contact:

- Travel Coordinator; or
- Travel Agent that made the reservation; or
- the hotel

Travelers will be held responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error.

Travelers should request and record the cancellation number in case of billing disputes.

Travelers should note that cancellation deadlines are based on the local time of the property.

9.08 Hotel Payment Procedures.

Hotel costs should be paid using:

- corporate check
- corporate charge card, corporate credit card, personal charge card, personal credit card
- direct bill

For lodging reservations within the State each traveler is to obtain a copy of the Authority's Tax Exemption Certificate as proof of the Authority's exemption from certain sales and uses tax, and in some locales the tourism taxes. The traveler should make a reasonable effort to inform the Hotel of the Authority's exemption from such

taxes. If the taxes are still assessed, reimbursement to the traveler is appropriate.

9.09 Lodging in a Private Residence.

Travelers staying in a private residence with family or friends while traveling on business must obtain prior approval from the President and CEO.

9.10 Hotel Frequent Guest Programs.

Many hotels have frequent guest programs that reward traveler with free accommodations in exchange for a given number of paid room nights at the hotel. Awards from such programs may be retained by travelers for personal use. However, participation in these programs must not influence hotel selection which would result in incremental cost beyond the Authority's rate or the Travel Agent's preferred rate. Any membership fees associated with joining these programs are not reimbursable.

SECTION 10. RECRUITMENT AND RELOCATION EXPENSES

10.01 Reimbursement of Expenses

The JAA may authorize reimbursement of expenses for a person being considered for top level executive or professional positions who is a bona fide candidate, including such person who has been offered the position, but has not yet accepted employment under the regulations in 106.710 (b) O.C. Relocation expenses may be paid to or on behalf of any such person who has been offered and accepted employment with the Authority under the regulations in 106.710 (c) and (d) and in accordance with the Consolidated Government Travel Regulations.

(Authority: Section 4, Consolidated Government Travel Regulations)

SECTION 11. DOCUMENTATION AND FORM REQUIREMENTS

11.01 Scope.

This part of the travel regulations will dictate the method of preparing and submitting the Travel Form and documents. The form illustrated on 6.10, named Travel Form, is the only authorized and acceptable means of securing travel approval, advances and reimbursements of travel expenses. The Travel Form includes three sections; Section I Travel Authorization, Section II Travel (Cash) Advance Request, and Section III Travel Expense Report.

This part is mandatory, and all approving authorities as designated in Standard Practice 212, Section 5(a), and travelers are expected to comply.

(Authority: Section 6.01, Consolidated Government Travel Regulations)

11.02 Travel Authorization.

Section I of the Travel Form should be filled out by the traveler or designated Travel Coordinator at the JAA. This section includes:

- A. the **date** the form is completed;
- B. the **name of the division and department**;
- C. the **traveler's name**;
- D. the **dates** encompassed by the **travel**;
- E. the **traveler's position title**;
- F. the **primary mode of transportation** the traveler will use;
- G. the **traveler's social security number**;
- H. the **estimated total amount of travel** (including advances and estimated out of pocket expenses, such as meals, mileage and incidental expenses);
- I. the **complete name of the Convention, Association or Meeting** the traveler is to attend;
- J. the **destination of the traveler** (i.e., city, state, country)
- K. the **traveler's actual meeting dates** (includes convention, seminar and association)
- L. the **names of other known Authority travelers** that are requesting authorization to travel to the same destination (whether traveling together or not).
- M. the **purpose** (reason) for the travel;

If no travel (cash) advance is necessary, Section II will be left blank and this approved travel form shall be maintained by the JAA pending completion of travel.

(Authority: Section 6.02, Consolidated Government Travel Regulations)

11.03 Travel (Cash) Advance Request; Section II.

This section will be filled out only if an advance is requested. The information required is as follows:

- A. **The name of the common carrier, and amount to be paid to them.** *Please note: The Authority's travel agency will be used to arrange air fare unless there is a documented reason otherwise (i.e., emergency/en route, etc).* Airfare will be billed on a monthly basis, however, the air fare cost should be entered on this form where indicated.
- B. **Name of lodging provider and amount to be paid to them,** (single room rate times number of nights).
- C. **Name of payee for registration,** as directed by the sponsor of the conference. Copy of brochure and application must accompany request for advance payment.
- D. **If travel is for five complete days or more,** per diem at \$25.00 per day may be requested to be payable to the traveler.
- E. **The signature of the person authorizing and approving the travel and travel (cash) advance request,** see Section 2 of this document.
- F. **The signature and date of the Travel Coordinator** indicating the finalization of the travel arrangements.

A copy of this Travel Form, which includes Section I and the Travel Advance Request will be submitted to the Travel Coordinator together with any required documents for checks to be drawn.

The Travel Coordinator will make all necessary travel arrangements and will complete all necessary Direct Payment Voucher's ("DPV") and attach appropriate documentation to the Travel Form for each Travel Advance Request. The DPV Number and amount is to be noted in Section II. A copy of Section I and II with the approving authority's and travel coordinator's signature will be submitted to the Accounting Department (whether or not a travel (cash) advance is requested).

The original of the approved Travel Form shall be maintained by the Travel Coordinator to be used for submitting a travel expense report to justify advances and request reimbursement of out-of-pocket travel expenses.

11.03 Other Travel Related Expenses, Section III

These are expenses that are not travel related, but are to be placed on this form so that the total costs of the trip and related expenses can be documented into one total amount. Examples of these type expenses are: exhibit fees, foreign currency conversion fees, vaccinations required for foreign travel, shipping fees and visa/consulate fees. These travel-related expenses are to be charged to the correct object account and are not considered to be travel expenses.

11.04 Travel Expense Report, Section ^{IV} III

Section Three of the Travel Form must be filled out subsequent to the travel, and within five working days after completing the authorized travel; failure to account for the total amount of the advance within this time shall be prima facie evidence that the traveler owes the entire sum of the advance to the approving authority that made the advance. This sum may be recovered by civil action. This written accounting must be filed with the Accounting Department, even in such cases where there is no reimbursement to the traveler. This ruling is to show justification of the travel advances. The traveler must include a detailed copy of the paid hotel bill and the traveler's portion of the common carrier ticket stub. The following rules apply to this section:

A. Approvals

The approval to travel that was retained by the Authority pursuant to section 6.05 of these guidelines, or the copy of the original approval to travel should be completed as to Section III and submitted for an authorized signature. The traveler also signs this part to certify that it is true and correct in every material matter. Anyone submitting a false claim or assisting in submitting a false claim shall be personally liable and shall be guilty of a class D offense.

This form is then returned to the Travel Coordinator for review of claims for travel expenses in accordance with 106.7 of the Ordinance Code, compliance with these guidelines, and review approval.

Allow at least five (5) working days after the receipt of the Travel Form from the Travel Coordinator to the Accounting Department who will also audit the claims for travel expenses in accordance with 106.7 of the Ordinance code and with these Travel Guidelines. Any questionable expenses or failure to provide the necessary documentation will extend this time frame.

- B. **Describe the purpose and place of visit.** A Trip report outlining the purpose and results of the trip must be submitted. A Trip Report is not required for conferences and seminars (conference/seminar brochure is sufficient).
- C. **Enter the cost center name** where the travel expenses are to be charged.
- D. **List all other Authority employees** who went on the same trip whether or not they were traveling together.
- E. **The time of departure and the time of return** will be entered on the appropriate lines under the Meals and Lodging of this section. It will not be necessary to repeat this information unless the traveler enters a non-travel status and reenters a travel status on the same day.
- F. **Each day of travel (including partial days)** will be entered on the appropriate line of that column. Total cost of transportation and registration may be entered on day one of travel.
- G. **Per diem or meal allowances** will be claimed as provided in Section 3.19 of this document. When subsistence rates are used, the rates for the eligible meal will be entered in the column of the day claimed. If the per diem rate is used, the traveler must have been in travel status for the entire day from 6:00 a.m. through 8:00 p.m.
- H. **Auto mileage** must reflect actual miles traveled on official business, except as provided in Section 3.11. The Florida Department of Transportation Maps will be the official source of mileage between destinations. The chart herein provided as Section 6.06, contains the most frequently used travel destinations. Any other miles traveled must be reported as vicinity miles. The approving authority shall determine if vicinity miles seem reasonable or excessive.
- I. **All other expenses associated with travel** are to be entered on the form in the appropriate place.
- J. **The traveler's copy of the common carrier ticket stub, detailed paid hotel bill, parking receipts, toll receipts, storage or drayage receipts and taxi or ferry receipts** must accompany the request for reimbursement. If the registration was not paid for as an advance, a copy of a receipt and a copy of the brochure is required.

- K. An affidavit for each undocumented travel expense** must be provided in lieu of actual receipts. If a traveler consistently has undocumented travel expenses in lieu of actual receipts, the approving authority or the Accounting Department may disallow the undocumented travel expense.
- L. All business promotion expenses** must be claimed in accordance with the Authority's established Policies and Practices.
- M. Receipts** should be taped (not stapled) to an 8 ½ X 11 sheet of paper. The traveler is to provide additional written justification supporting the travel expenditure, where applicable.
- N. Converting Foreign Currencies** and Resubmission of Travel Expense Report if foreign currency is reported.

Foreign Travel

Whenever possible, the traveler is encouraged to use a credit card when foreign travel expenses are incurred.

Expenses in foreign currencies are converted into U.S. dollars as follows:

- Expenses incurred and paid directly by the traveler are to be converted at the actual exchange rate, supported by receipts such as for currency exchange receipts or charge/credit card billing statements.

A separate expense report **MUST** be completed for each type of currency in which expenses are incurred.

If the traveler does not have his credit card statement at the time the Travel Expense Report section of the Travel Form is completed, the traveler is to use the published currency exchange rate noted in the Wall Street Journal as of the last day of official travel or other reasonable source such as an internet site which documents exchange rates.

If official travel is completed on a Saturday or a Sunday, the traveler is to attach a copy of the Wall Street Journal's published currency exchange rate or other source documentation to the Travel Form.

If a credit card is not used for a foreign travel expense, it will be reimbursed based on the published exchange rate as noted above.

The traveler must re-submit the Travel Form to either reimburse the JAA or requests further reimbursement due to currency exchange variations.

All expenses must be recorded in U.S. dollars, with the currency conversion rate clearly noted on the expense report and on all supporting receipts.

(Authority: Section 6.04, Consolidated Government Travel Regulations)

11.06 Designation of Authority to Approve Travel Expense Report of Travel Form.

Section 5 of Standard Practice Number 212, "Authorization and Reimbursement of Travel", defines the approving authority as to:

- A. travel by employees of the Divisions of the JAA, the Executive Director; Directors
- B. travel by the Directors, the Executive Director;
- C. travel by the President & CEO, the Chairman or Vice-Chairman of the Board of Directors;
- D. travel by a member of the Board of Directors, the Chairman of the Board;
- E. travel by the Chairman of the Board of Directors, the Vice-Chairman of the Board.

No employee is authorized to approve their own, a peer's or a superior's travel expense report.

11.07 Mileage Chart.

The mileage chart attached is to be referred to for the distance to the destinations from the City. This chart will become part of these guidelines and shall be known as Section 6.06. Any destinations not shown may be determined by the American Automobile Association maps.

(Authority: Section 6.07, Consolidated Government Travel Regulations)

11.08 Review of Travel Form.

Each traveler's expense report will be reviewed and approved by Travel Coordinator for, but not limited to, the following:

Checklist:

- proper travel authorization.
- proper accounting of travel advance.
- Travel Expense Report approval signatures.
- whether actual travel incurred was as originally arranged and if not the specific reasons as to the deviations.
- correct totals.
- supporting documentation and receipts.
- policy and practice compliance.
- conference brochures.
- trip report.
- affidavit for each undocumented travel expense in lieu of attached receipts (i.e., taxi fares, tolls, other incidentals).

11.09 Incorrect or Incomplete Travel Expense Reports.

Travel Expense Reports that are incorrect or incomplete:

- will be returned to the approver for corrective action
- may result in delay or non-reimbursement of specific items
- Disregard for company policy or altering of receipts can result in disciplinary action or termination.

11.10 Corporate Card and Traveler Benefits.

The JAA's corporate card vendor is American Express. The employee is responsible for all charges billed to the corporate card member. The employee, as the corporate card member, is accountable for any reimbursements and agrees to remit such funds to American Express. The Corporate Card is issued based on the card member's credit rating.

Twenty-four hour customer service is available by calling an American Express representative at 1-800-528-2122 in the United

States or at 1-623-492-5450 outside the United States.

A. Corporate Card Distribution

All employees who meet the following criteria should apply for a corporate card:

- travelers who take at least 3 trip(s) per year
- travelers who incur more than \$3,000 per year in business travel expenses

Applications for the issuance of a corporate card must be approved by the President & CEO.

For corporate card information or application instructions, employees should contact the Travel Coordinator at 630-3023.

Annual, fees for all corporate charge/corporate credit cards will be paid by the Authority.

Travelers will NOT be reimbursed for annual fees or finance fees on personal charge or credit cards.

B. Corporate Card Billing and Payment Responsibility.

Employees are responsible for paying their corporate card bill promptly each month.

Failure to pay the account promptly may result in suspension or cancellation of charge privileges

C. Cardholder Employee Termination.

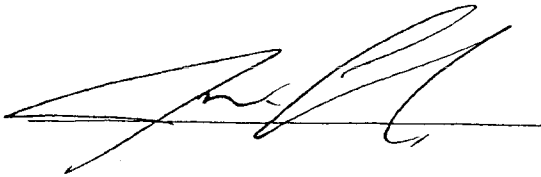
Upon termination of employment, all corporate cardholders must:

- cut the corporate card in half and send it to the Travel Coordinator.
- promptly reconcile, account for and pay any remaining balances

11.11 Authorized Form.

The Travel Form attached is to be used for authorization, advances, justification of advances and reimbursement of travel expenditures.

APPROVED:

A handwritten signature in black ink, appearing to be 'R. J. ...', is written over a horizontal line.

Date:

2/1/02

APPENDIX

- . PERSONAL TRAVEL PROFILE
- . TRAVEL RESERVATION REQUEST
- . TRAVEL FORM:
 - . Section I - Travel Authorization
 - . Section II - Travel (Cash) Advance Request
 - . Section III - Other Travel Related Expenses
 - . Section IV - Travel Expense Report
- . CLAIM FOR PERSONAL VEHICLE EXPENSES FORM

**JACKSONVILLE AIRPORT AUTHORITY
PERSONAL TRAVEL PROFILE**

Name: _____ Title/Position: _____
Department: _____ Office Phone: _____
Delivery Address: 2400 Yankee Clipper Dr., Jacksonville, FL 32218 e-mail address: _____
Mailing Address: P.O. Box 18018, Jacksonville, FL 32229-0018
Home Address: _____ Home Phone: _____

AIR TRAVEL INFORMATION

Seating: Aisle Window Other (please specify) _____
Meals: Veggie Low Cal Other (please specify) _____
 Salt Free Diabetic

Type of Ticket Preferred: Hard Copy Electronic Ticket

Preferred Airline:
(1) _____ (2) _____
(3) _____ (4) _____

Frequent Flyer Miles:
Airline: _____ Freq. Flyer # _____
Airline: _____ Freq. Flyer # _____
Airline: _____ Freq. Flyer # _____

Other Airline Information or Preferences:

HOTEL INFORMATION

Smoking Preference: Smoking Non-Smoking
Sleeping Preference: Single Bed Double Bed King

CAR RENTAL INFORMATION

Car Size: Mid-size (standard) 4-door Large/Utility
 Other (please specify) _____

Rental Company Preference:
(1) _____ (2) _____
(3) _____ (4) _____

CREDIT CARD INFORMATION

Please charge my travel to the following credit card:

Type of Card: _____ Name as it appears on the card: _____
CC Number: _____ Exp. Date: _____
Signature on Card: _____

I hereby authorize the charge of any travel transaction requested by me or my representative by telephone or in person. This authorization will remain in effect until canceled by me in writing.

Name: _____
Signature: _____ Date: _____
Received by: _____
Travel Coordinator: _____ Date: _____

JACKSONVILLE AIRPORT AUTHORITY TRAVEL RESERVATION REQUEST

General Information

Name: _____ Dept: _____ Date: _____

Purpose: _____

Destination: _____ Mode(s) of Transportation: _____

Location Preference for Hotel Accommodations: _____

USE 24 HOUR TIME

Travel (FROM): _____ Latest Departure: _____ Earliest Arrival: _____
 Dates (TO): _____ Earliest Departure: _____ Latest Arrival: _____

Special Requests: _____

PART II

Travel Options

| | Date | From/To | **USE 24 HOUR TIME | | Airline | Flight | Cost | (check one) | | |
|--------|------|---------|--------------------|--------|---------|--------|------|-------------|----|---|
| | | | Leave | Arrive | | | | R | NR | C |
| AIR TO | 1. | | | | | | | | | |
| | 2. | | | | | | | | | |
| | 3. | | | | | | | | | |

| | Date | From/To | **USE 24 HOUR TIME | | Airline | Flight |
|----------|------|---------|--------------------|--------|---------|--------|
| | | | Leave | Arrive | | |
| AIR FROM | 1. | | | | | |
| | 2. | | | | | |
| | 3. | | | | | |

| | Name | Comments | Cost/Night |
|-------|------|----------|------------|
| HOTEL | 1. | | |
| | 2. | | |
| | 3. | | |

| | Name | Comments | Cost/Day |
|---------------|------|----------|----------|
| CAR/ OTHER | 1. | | |
| | 2. | | |
| | 3. | | |

Traveler's Signature

Date sent to Travel Coordinator

