

**New Orleans Aviation Board
City of New Orleans**

TRAVEL POLICY

I. PURPOSE

This policy is published to improve internal controls by the establishment of official business and travel guidelines for all authorized New Orleans Aviation Board (NOAB) employees for official Louis Armstrong New Orleans International Airport (MSY) business.

II. DEFINITIONS

- A. AUTHORIZED PERSON(S).
The NOAB employee(s) deemed as an authorized traveler for official MSY business.
- B. CONFERENCE AND CONVENTION.
A non-routine meeting organized for a specific purpose and/or objective, such as a seminar, conference, convention or training.
- C. OUT-OF-STATE TRAVEL.
Travel to any of the other 49 states, including the District of Columbia, Puerto Rico, the Virgin Islands, America Samoa and Guam.
- D. INTERNATIONAL TRAVEL.
Travel outside the 50 United States and its territories.
- E. RECEIPTS AND DOCUMENTATION.
Records of expenditures (except per diem) to support costs associated with official MSY business travel.
- F. TRAVEL PERIOD.
The period of time between the time of departure from the City of New Orleans and the time of return to the City of New Orleans. The travel period ends on the last day of a non-routine meeting, seminar, conference or training. Any adjustments to these dates should be noted on travel documents and must be approved, in advance, by the respective Deputy and/or the Director.

III. TRAVEL GUIDELINES

- A. Lodging Rates
A conference rate should be used, if available. Otherwise, employees are required to seek a government rate or the lowest possible nightly rate for a standard single occupancy room.

B. Conference Registration Fees

Registration Fees associated with official MSY business travel must be included in the Travel Authorization Form and approved by the respective Deputy or Director to whom the requesting employee reports.

D. Airfare

1. Employee shall obtain airfare quotes from at least three (3) different airlines. Employee shall submit the quotes, denoted "QUOTES" with the Travel Authorization Form for approval.
2. Employees shall make a reasonable effort to purchase the lowest airfare available. An upgrade from coach, economy or business class flights are solely at the cost of the employee.
3. Airfare quotes and arrangements must be obtained at least fourteen (14) days prior to departure, except when documented support indicates the inability to comply with the 14-day advance ticket purchase guideline.
4. International flight arrangements must be supported by the stated documentation as Out-Of-State travel.

E. Per Diem

Employees approved for official city business travel will be provided with a Per Diem of Fifty Eight Dollars (\$58) per day during the travel period. The per diem for international travel is provided at a rate Eighty Five Dollars (\$85) per day. If the departure time at the beginning of the travel period is 6:00 p.m. or later, the per diem will be Twenty Nine Dollars (\$29) for that day. If the employee returns to New Orleans before noon on the last day of the travel period, the last day of per diem will be Twenty Nine Dollars (\$29) for that day.

This rate is set by City of New Orleans Policy Memorandum 9R.

F. Vehicle Rental

Prior approval must be obtained by the respective Deputy and/or Director to whom the employee reports for vehicle rental and insurance during the travel period. If approved, an employee is authorized to rent a vehicle and will only be reimbursed the cost of a compact car, unless a larger vehicle is required to transport three or more authorized employee travelers (and it is noted and approved on the Travel Authorization Form).

G. Rental Vehicle Insurance

Authorization for vehicle rental also provides reimbursement for the purchase of insurance. Employees may purchase Collision Damage Waiver (CDW), Loss Damage Waiver (LDW), Supplemental Liability Insurance (SLI) or Theft/Super-Theft Protection.

- H. NOAB-Owned Vehicles
NOAB-owned vehicles may be used for travel with prior approval of the respective Deputy or Director, provided that the travel distance is less than 500 miles from MSY and if said use is the most cost effective means of travel.
- I. Privately Owned Vehicles
Employees may use their private vehicle for travel provided that the travel distance is less than 500 miles from MSY and if said use is the most cost effective method. The use of a privately owned vehicle for official MSY business travel must be pre-approved by the respective Deputy and/or Director. Justification signed by the employee for use of the privately owned vehicle must accompany the Travel Authorization Form. If approved, the employee is responsible for all operating expenses associated with the travel by privately owned vehicle.
- J. Mileage Reimbursement
Employees approved to use a private vehicle, is entitled to mileage reimbursement. Mileage must be computed by using Map Quest or Google Maps to obtain the distance from MSY to the travel destination. The mileage rate is set in accordance with the Internal Revenue Service (IRS) approved rate.
- K. Ground Transportation
The use of mass transit such as buses, subways, elevated trains, taxi cabs, and shuttles are the recommended methods of transportation, except when authorization has been provided for a rental vehicle.
- L. Credit Card Use
Authorized employees may use a NOAB credit card to purchase airline tickets, conference registration, lodging and transportation related to official MSY business travel.

IV. TRAVEL AUTHORIZATION AND EXPENSE ACCOUNT FORMS

- A. All travel requests are initiated using the Travel Authorization Form (TAF). (See attached form.) The TAF must be signed by the employee and the respective Deputy and, if the travel expenditure will exceed One Thousand Dollars (\$1,000), it must also be signed by the Director.
- B. The TAF will include an estimate of all expenses the employee anticipates to incur for the travel request. The Employee shall make reasonable efforts to ensure accurate estimated cost are listed on the TAF when submitted for approval.
- C. The TAF must be signed by the Director for any travel by a Deputy.
- D. Copies of the approved TAF must be retained in official travel files of the NOAB and a copy must accompany the payment document for any advance of funds and the Travel Expense Account form.

V. TRAVEL ADVANCE

- A. A travel advance may be requested by an employee using a payment document and Travel Expense Account accompanied by a properly signed TAF. The payment document, Travel Expense Account and signed TAF must include itemized documentation (i.e., secured airline tickets, hotel accommodations, registration fees, etc.) of all funds requested.
- B. An authorized employee may receive, in advance, the per diem per day for the Travel Period.
- C. An authorized employee may receive the cost of airfare in advance provided the guidelines described in Section III are followed.
- D. An authorized employee may receive the cost of conference or convention registration fees in advance, if applicable.
- E. An authorized employee may receive the cost of a rental vehicle (excluding vehicle rental insurance) in advance provided the guidelines described in Section III (F) are followed.
- F. An authorized employee is responsible for incidental travel expenses that are not covered by this Policy.
- G. Travel advances shall be for a specific employee and to a specific destination only. In case of cancellation of travel, the travel advance payment must be returned within fifteen (15) days.
- H. Travel advance checks shall not be drafted to any employee other than the employee named on the TAF.
- I. Non-refundable ticket, if purchased for travel and not used, must be returned to the NOAB for other possible use before the expiration period allowed by the airline.
- J. Employees may secure travel arrangements such as airfare, hotel accommodations and registration fees by using a personal credit card. Written proof from the airline, hotel, and registration fees must accompany the TAF. The amount received with a travel advance must be included in the Travel Expense Account form.
- K. Only the items expressly written within this Section V will be considered for an advance of funds.

VI. ELIGIBLE REIMBURSEMENT TRAVEL EXPENSES

- A. Airfare is eligible provided the employee has complied with the guidelines for the purchase of airline tickets. Checked baggage fees are eligible with submission of a receipt.
- B. Hotel accommodations are eligible provided the employee has complied with the guidelines for securing said accommodations.
- C. Hotel Laundry services will be reimbursed only if the authorized employee's travel period extends beyond seven (7) days.
- D. Hotel Internet services will be reimbursed, if approved in advance by the respective Deputy and/or Director on the TAF.
- E. If an authorized employee does not have an NOAB-issued mobile device, hotel communication services (phone calls) will be reimbursed. The maximum amount of reimbursement for hotel communication service is five dollars (\$5.00) during the Travel Period.
- F. Mileage under the guidelines set forth by this Policy when using a privately owned vehicle. Operating or mechanical failure of privately owned vehicle is not subject to reimbursement.
- G. Employees shall be reimbursed for the cost of fuel used during the Travel Period, provided receipts are supplied. Reasonable efforts shall be made to fully fuel NOAB vehicles prior to departure. Operating or mechanical failure of NOAB vehicles (e.g., flat tire repair, towing) is subject to reimbursement, if properly documented.
- H. Only the registered owner of a vehicle used for travel is eligible for reimbursement of mileage and operating expenses when two or more employees are authorized to travel by privately owned vehicle.

VII. INELIGIBLE REIMBURSEMENT TRAVEL EXPENSES

- A. Approved expenses not supported by receipts or other justifiable proof of the expense shall not be reimbursed.
- B. Upgrades for airfare or hotel accommodations at the expense of NOAB are not permitted, unless the airline or hotel is unable to provide the allowable accommodations at the time necessary to carry out the purpose of travel. Written proof from the airline or hotel must be submitted with the TAF and must be approved by the respective Deputy and/or Director in advance of purchase.
- C. Change of plans will not be permitted unless written support of the following circumstances: 1) injured on duty; 2) funeral leave; 3) scheduled training; 4)

military leave; 5) maternity leave; 6) family medical leave; 7) official emergency leave; and 8) changes requested by the Director.

- D. Expenses charged to the NOAB issued credit card which are deemed ineligible and are not within the guidelines of this Policy will not be paid or reimbursed by NOAB; and therefore, will be the responsibility of the employee.
- E. Gasoline purchases beyond the expiration of the travel period will not be reimbursed.
- F. Ground transportation costs which are not related to the specified travel purpose will not be reimbursed.
- G. The cost of food or meals that exceed the per diem will not be reimbursed.
- H. Overweight luggage fees will not be reimbursed unless they result from the transportation of business materials and/or equipment required for travel.
- I. Laundry services will not be reimbursed for a travel period of less than seven (7) days.
- J. Separate flight insurance policies will not be reimbursed.

VIII. TRAVEL INSURANCE POLICY

- A. The City provides a blanket air travel insurance policy for NOAB employees. This policy will cover all employees who travel on NOAB business provided the employees receive prior approval for travel.
- B. The air travel policy covers NOAB employees only while in transit on airplanes and only on scheduled flights of commercial airlines. The amount of coverage is \$125,000.00 per person.
- C. The estate of the NOAB employee shall receive the insurance payments, unless a specific beneficiary is designated. Designation of a specific beneficiary may be included on the Travel Insurance Form.
- D. Reimbursement will not be made by NOAB to any employee who purchases flight insurance.

IX. TRAVEL EXPENSE RECONCILIATION

- A. The reconciliation of all travel expenses must be documented on the Travel Authorization Form (TAF). The completion of the reconciliation portion of the form is required whether or not expenses equal the amount advanced prior to the travel period. The TAF must be accompanied by all original receipts of expenses. Receipts are required for airfare, lodging, registration fees, ground transportation,

gasoline for pre-authorized rental vehicles and related eligible expenses, including funds advanced to the employee (excluding per diem).

- B. The original signed TAF must be filed with supporting documentation of expenses no later than five (5) days after the expiration of the Travel Period. Failure to submit the original signed TAF and supporting documentation will result in forfeiture of any reimbursement that may be due to the employee.
- C. The reconciliation of travel expenses that results in overpayment by NOAB requires that the employee reimburse NOAB within five (5) working days of the travel period expiration.

X. OFFICIAL BUSINESS EXPENSE

All expenses, except the per diem, must have supporting receipts attached to the Travel Authorization Form. Lack of compliance to policies will be referred to the Director and may result in disciplinary action, up to and including termination.

XI. ENFORCEMENT

The Finance and Accounting Department is responsible for reviewing travel advance requests and travel expense account reconciliations for accuracy and compliance prior to the release of reimbursements. Any requests for travel advance or reimbursement must be returned to the Deputy for the authorized employee and/or Director if receipts are insufficient or not included with the appropriate forms.

XII. INQUIRIES

Inquiries regarding this Policy may be addressed to the NOAB Deputy Director and Chief Financial Officer.

XIII. ATTACHMENTS

- A. MSY Travel Procedures Flow Chart
- B. MSY Travel Authorization Form (TAF) and Approval of Travel Expenses
- C. City of New Orleans Travel Expense Account (for per diem and advances only)
- D. Travel Insurance Form with Beneficiary denoted

Iftikhar Ahmad
Director of Aviation

MSY TRAVEL PROCEDURES

1. Develop Travel Itinerary	2. Assemble Travel Documents	3. Submit Travel Documents	4. Make Travel Arrangements	5. Travel Period	6. Reconcile Travel Documents
<p>A. Research available opportunities</p> <hr/> <p>B. Identify a specific opportunity and develop an itinerary</p>	<p>A. Completed conference registration (if any)</p> <hr/> <p>B. Airfare quotes showing fares for at least three (3) different airlines</p> <hr/> <p>C. MSY's Travel Authorization Form (TAF) listing anticipated expenses in the Funding table</p> <hr/> <p>D. City of New Orleans Beneficiary Designation Form</p> <hr/> <p>E. If required by supervisor, a memo detailing the justification for the trip</p>	<p>A. Obtain Department Manager's approval</p> <hr/> <p>B. Obtain Deputy Director's approval</p> <hr/> <p>C. Obtain the Director's approval</p>	<p>A. Sign out a staff credit card by providing Finance with a COPY of the Approved TAF</p> <hr/> <p>B. Make hotel reservations and purchase airline tickets</p> <hr/> <p>C. Register for conference using credit card only if conference organizer will not take a P.O.</p> <hr/> <p>D. Immediately return staff credit card and copies of hotel reservation, airfare receipt and conference registration (if made with credit card)</p>	<p>A. Sign out staff credit card before start of Travel Period</p> <hr/> <p>B. Return staff credit card after end of Travel period</p>	<p>A. Complete reconciliation sections of the original TAF</p> <hr/> <p>B. Attach all original receipts to TAF and combine with other original Travel Documents</p> <hr/> <p>C. Employee's Manager submits Travel Documents and receipts to Deputy Director for approval</p> <hr/> <p>D. Deputy Director to submit Travel Documents and receipts to Finance for review</p> <hr/> <p>E. Finance to submit Travel Documents to DD-CFO for close-out</p>

MSY Travel Authorization Form (TAF) and Approval of Travel Expenses

Employee Name & Department : _____
 Travel Destination (City/Hotel) : _____
 Dates of Travel Period : _____
 Business Purpose for Travel : _____

APPROVAL OF TRAVEL REQUEST AND PRE-APPROVAL OF TRAVEL EXPENSES

I believe this travel request is necessary and beneficial to the City of New Orleans - New Orleans Aviation Board. I am approving the total amount of the Travel Authorization based upon the information provided and in compliance with the approved Travel Policy of the City of New Orleans - New Orleans Aviation Board.

 Employee Date Manager Date

 Deputy Director Date Director of Aviation Date

FUNDING

Department Number : _____ Cost Center : _____ Project Code : _____

PRE-APPROVAL OF TRAVEL EXPENSES					RECONCILIATION		
	Account Number	Method of Payment	Estimated Cost	Advanced Funds	Actual Expenses	Amount Due to Airport	Amount Due to Employee
Registration	5272						
Transportation	5212						
Lodging	5212						
Taxi/Shuttle	5212						
Per Diem	5212						
Other							
Description							
Other							
Description							
Other							
Description							
TOTAL :			\$0.00	\$0.00			

RECONCILIATION

I hereby certify that the above expenses were incurred by me as a necessary business and/or travel expense in the performance of my duties as an employee of the City of New Orleans - New Orleans Aviation Board. If the advanced funds exceed the amount of the Travel Authorization, the excess must be returned within five (5) working days of my return. If I am unable to repay the excess it will be deducted from my paycheck or I will be billed for the excess amount.

 Employee Date

I recommend the reconciliation of the expenses be approved.

 Deputy Director Date Deputy Director - CFO Date

Attachments <input type="checkbox"/> Airfare Quotes (Required) <input type="checkbox"/> Conference/session agendas with registration forms (Required) <input type="checkbox"/> Explanations for amounts due to Airport/Employee after return from trip	Finance Department Only Received by : _____ Date : _____ Reviewed by : _____ Date : _____ Paid / Received : _____ Date : _____
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BENEFICIARY DESIGNATION



- HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY
- HARTFORD LIFE INSURANCE COMPANY
- HARTFORD FIRE INSURANCE COMPANY

Policyholder City of New Orleans

Policy Number ETB-114033

Insured Person's Name _____

Death Benefits to be paid to beneficiary named below. State relationship

And the right to change the beneficiary(ies) without the consent is reserved.

Signature of Insured Person _____ Date _____

NAMING THE BENEFICIARY

It is important that your beneficiary designation be clear so that there will be no question as to your meaning. If you need assistance, contact your company representative.

The following are the most common designations:

- Mary J. Doe, Wife (NOT Mrs. John Doe).
- Mary J. Doe, Wife, if living, otherwise to Joseph W. Doe, Son.
- Mary J. Doe, Wife, if living, otherwise to Jane Doe, Daughter, and Joseph W. Doe, Son, in equal shares or to the survivor.
- Estate of Insured Person.

If you name more than one beneficiary with unequal shares, please show the amount of insurance to be paid to each beneficiary in fractional parts; for example, "1/3 to Mary Jones, Mother, and 2/3 to Edith Jones, Wife."

Please state age and relationship of each beneficiary. If the beneficiary is not related to you either by blood or marriage, insert the words "Not related", and state address of beneficiary.

The signature must be in ink. Do not erase. If corrections are necessary, line out the error and initial the correction.

DUPLICATE WITHIN 40 DAYS AFTER RECEIVING TRAVEL ADVANCE, OTHERWISE THE ADVANCE SHALL BE SUBJECT TO PAYROLL DEDUCTION.

TRAVEL EXPENSE ACCOUNT

Name of Employee _____ Date _____
 Department _____ Title _____
 Travel To: _____ City _____ State _____ Period _____ Date _____ To _____ Date _____

Purpose: _____

(1) EXPENSES (Note if expenses are supported by receipt attached)	AMOUNT
TRANSPORTATION:	\$ _____
LODGINGS:	\$ _____
MEALS:	\$ _____
TIPS:	\$ _____
TAXI CABS:	\$ _____
OTHER EXPENSES:	\$ _____
(2) TOTAL EXPENSES:	\$ _____

APPROVED:

I certify that this travel expenses account is correct, that the travel was performed on the dates specified for official business only, and that the expenses were for official business.

 Authorized certifying officer

 Title

 Employee's Signature

(3) AMOUNT ADVANCED ON VOUCHER NO. _____ DATED _____ \$ _____

(4) LESS: Total expenses reported in line 2 above _____

(5) DIFFERENCE \$ _____

Excess of line 3 over 4 deposited as per copy of Receiving Warrant No. _____ attached.

SHOULD LINE 4 EXCEED LINE 3 ABOVE, COMPLETE PARAGRAPH BELOW

Reimbursement requested for additional funds in connection with expenses in excess of Advance in the Amount of \$ _____ requested on Public Voucher Number _____ Dated _____, 20____.