

## SUMMARY OF RESOLUTION

### Authorization to Adopt Updated Travel and Expense Reimbursement Policies for Port Authority Board Members and Staff

The purpose of this resolution is to update the Travel and Expense Reimbursement Policies for Port Authority of Allegheny County (Authority) Board members and staff in order to reflect current regulations and practices. These policies were last updated by resolution dated April 19, 1996.

A summary of significant changes to the policies are as follows:

1. Substantiation method has been removed and use of per diem method is only permitted.
2. Cash travel advances are no longer permitted. Advances are permitted by check.
3. Charges relating to fax, phone and other changes have been modified to reflect current accepted methods.
4. Changes were also made to internal approval processes.

## RESOLUTION

**WHEREAS**, the Performance Oversight Committee of the Board of Port Authority of Allegheny County (Authority) has been engaged in a review of revisions to the Travel and Expense Reimbursement Policies of the Authority, previously adopted on April 19, 1996, as they relate to travel on Authority business by the Authority Board members and staff; and

**WHEREAS**, the Performance Oversight Committee has approved updated policy statements covering these matters; and

**WHEREAS**, the aforesaid statements of policy have been distributed to all members of the Board for review and comment; and

**WHEREAS**, the Board now wishes to adopt formally these updated policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of the Authority does hereby adopt an updated Travel and Expense Reimbursement Policy for Board members and an updated Travel and Expense Reimbursement Policy for staff members so as to conform to changes in federal law and regulation as recommended by the chief financial officer and administrated by the controller.

**FURTHER RESOLVED**, that the aforesaid policies shall become effective February 1, 2010, and shall remain in effect subject to changes of law or regulations which may require incorporation to the policy.