

AIRPORT TRAVEL AND EXPENSE POLICY

POLICY EFFECTIVE FOR CONSULTANTS, CONTRACTORS, AND OTHER PROVIDERS (REFERRED TO AS "CONTRACTOR" UNDER THIS EXHIBIT)

2.01.01 Contractor's Travel Reimbursement

Responsible Airport Division: Accounting

Key Words: contractor, contracts, reimbursement, travel

1. **General.**

1.1 The Salt Lake City Department of Airports will reimburse the reasonable costs of travel that persons under contract with the City spend in the performance of their contractual responsibilities. Because of the various types of contracts entered into at the Airport, there is a need for a consistent process in the approval, payment, review and accounting for travel expenditures incurred by persons authorized to travel. However, this policy is only effective to the extent that it is incorporated in a duly executed contract with the City of Salt Lake.

1.2 It is the purpose of this departmental policy to:

- A. Provide clear guidelines for obtaining approval and reimbursement for travel-expenditures by persons traveling under contracted Airport work.
- B. Serve as reference for prospective offerors or bidders on Airport contracts.
- C. Establish parameters for travel expenditures, accounting and auditing in connection with contracted Airport work.

2. **Definitions.**

2.1 A. "Reasonable Cost" means most economical manner of accomplishing objectives, considering the nature and purpose of travel, and the impact on the overall contract cost or agreed upon budgets.

B. "Documentation" means receipts, invoices, statements, etc., which confirm actual incurred costs, receipts of payment, date of transaction, and nature of the service or product received; or, if other receipts are unavailable, a written letter of memorandum that summarizes the basis of the particular payment.

C. "Per Diem" means allowance for meals and lodging associated with out-of-town business travel.

D. "Business Need" means specific requirements or circumstances dictated by the nature of the requirements of the contract.

E. "Most Economical Means" is defined as travel that is conducted in the most efficient and cost effective manner.

- F. "Out-of-Town Travel" means travel of more than 50 miles one way from the authorized traveler's designated place of assignment.
- G. "Non-reimbursable Travel Expenditures" means those expenses that were incurred without pre-approval, expenses not allowed in the contract, and expenditures not allowed in federal, state, and City regulations current at that time.
- H. "SLC" means Salt Lake City Corporation.

3. Application.

3.1 This policy is applicable to the following types of contracts, but only to the extent that travel is authorized in the contract:

- A. Time and materials (expenses) contracts - T&M or T&E.
- B. Lump sum with or without reimbursable expenses.
- C. Contract with a not-to-exceed amount (NTE), which allows for reimbursable expenses.
- D. Other types of contractual agreements that are not lump sum and have identified travel as a reimbursable line item in the fee proposal agreement.

4. Travel.

4.1 For travelers to SLC who are not based in the SLC area only the following expenses shall be reimbursed and only in the stated amounts:

- A. The means of transportation used by the authorized traveler must be the Most Economical Means available during the time of travel, and the Airport will only reimburse up to the expense of using that means. For example, if a traveler decides to drive instead of taking a plane to SLC, and the cost of a round trip ticket at the time was lower than the cost of mileage reimbursement, the Airport will only reimburse up to the cost of the airfare.
- B. If travel is by air, travel must be by coach and at the most reasonable cost available at the time of travel. Round trip fare will be reimbursed only for travel that is between SLC and the traveler's base of employment, and solely for purposes of performing the contract. If the travel includes additional purposes or includes other stops, the Airport will only reimburse the proportionate share of travel costs necessary for the performance of the contract with SLC. If travel is by vehicle, reimbursement will be made based on the current U.S. General Services Administration Mileage Rate up to the cost of airfare, if applicable.
- C. Lodging in the SLC area will be paid up to 150% of the per diem rate set by the U.S. General Services Administration. Taxes and other fees will be paid at the actual rate; however, if the room rate exceeds the maximum per diem,

reimbursement will be made based on the per diem rate. No other room charges will be paid for lodging.

- D. Meal rates shall apply whether travelers dine alone or in groups. Rates and conditions are as follows.
1. Meals while in the SLC area will be paid at actual cost, but not to exceed the allowable per diem rate set by the U.S. General Services Administration.
 2. Reasonable reimbursement for meals while in transit to and from SLC will be based on arrival time in SLC and departure time from SLC.
 3. Meals will be reimbursed only for the authorized traveler and not for others who may accompany the traveler.
 4. No charges for alcoholic beverages will be reimbursed.
- E. 1. Ground Transportation while in Salt Lake City must be by the Most Economical Means available which includes shuttles, taxi and public transportation and will be reimbursed at actual costs, including reasonable tips.
2. Rental cars require pre-authorization by the Airport Executive Director.

Reimbursable rental car expenses include:

- Car rental costs
- Fuel
- Parking fees (parking at SLC Airport will be validated while on SLC business)
- Tolls and toll roads

Non reimbursable car rental expenses include:

- Luxury car rentals
- Loss or theft of personal property
- Damages
- Radio subscriptions (X-M, Sirius, etc.)
- GPS systems, unless approved on travel authorization
- Additional insurance coverage except for LDW
- Spouse/companion costs including additional drivers
- Violations, fines, or tickets
- Car washes

- F. The actual reasonable cost of other miscellaneous expenses incurred by the traveler while in SLC will not be reimbursed if the traveler has a local office or local partner or affiliate in SLC. If the traveler has no local partner, office or affiliate in the SLC area, reasonable amounts for duplicating services, fax service, and other miscellaneous business expenses related to the engagement will be reimbursed at cost. Business phone calls in furtherance of the contract

with SLC will be reimbursed during the period of travel. Personal calls, whether local or long distance, will not be reimbursed.

G. International travel will be subject to written pre-approval by the Airport Executive Director. If a traveler will be originating from outside the continental U.S., the cost of travel will be reimbursed only as if the travel was originated from the home office in the U.S. unless pre-approved in writing.

4.2 The same reimbursement policies apply to travelers based in SLC traveling to destinations in the continental U.S.

4.3 Travel Authorization, Reimbursement, and Documentation. Travel expenditures shall be part of the contract's agreed upon reimbursable fee. Travel identified in the agreement, work or task orders, or consultant's budget approved by SLC's representatives is authorized travel.

Request for reimbursements for travel-related expenditures must be submitted within 45 days after completion of travel. The Airport will pay all approved travel in the amounts that are in compliance with this policy within 45 days after receipt and approval of the reimbursement request.

A detailed list of approved travel expenses for each traveler shall be submitted with receipts for reimbursement.

4.4 The following travel incidentals will be reimbursed with receipts and/or documentation:

- Reasonable tips and gratuities, not to exceed 20% of the underlying expense (gratuities for meal allowances shall not be separately reimbursed).
- Communication expense incurred in the conduct of Airport business. This includes internet access and phone calls.
- Mileage reimbursement for travel to and from home airport will be reimbursed based on the current U.S. General Services Administration Mileage Rate.
- Parking at home airport.

4.5 Non-reimbursable expenses include:

- Bar service
- In-room movies, dining service
- Gym/pool/saunas/massages
- Laundry and dry cleaning unless the trip exceeds four consecutive days
- Barbers/salons
- Telephone calls from airline telephones unless there is an emergency or critical business issue
- Personal calls
- Travel other than coach fares, unless related to international travel
- Fare or seat upgrades
- On board movies, alcohol, or other incidentals
- Airline or airport club room access
- Costs for ticket changes other than to meet the business needs of the Airport
- Spouse/companion travel

- Lost/excess baggage (one checked bag fee will be reimbursable)

4.5 The Executive Director or designee may approve any travel and associated expenditures independent of this policy or waive travel requirements if justified at his or her discretion based upon need and individual circumstances.

5. Relocation Expenses.

5.1 Relocation expenses will be negotiated on a case-by-case basis, but in no circumstance shall exceed limits established by the City.