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**FAIRFIELD COUNTY PORT AUTHORITY
REIMBURSEMENT POLICY**

Adopted: March 18, 2015

I. Purpose of the Policy

This Reimbursement Policy (the Policy) sets the guidelines and requirements for reimbursement of expenses incurred by officers, employees, and Board of Directors (Board) members of the Fairfield County Port Authority (Port Authority) in carrying out the Port Authority's official business.

II. Receipts and Documentation

- (1) No expense will be reimbursed without the submission of a receipt evidencing the expense.
- (2) If, in the opinion of the Secretary-Treasurer or Assistant Secretary-Treasurer, the receipt submitted for reimbursement insufficiently describes the expense or its relation to Port Authority official business, the person submitting the receipt may be required to submit additional documentation or an explanation of the expense. In the interest of expedient reimbursement, officers, employees, and Board members are advised to submit such documentation or explanations with their receipts.

III. Mileage and Parking

- (1) Mileage will be reimbursed for an officer, employee, or Board member's automobile usage to and from Port Authority related business meetings, less such person's normal commute to and from the Port Authority's offices.
- (2) All mileage will be reimbursed at the Standard Federal Mileage Rate set by the Internal Revenue Service.
- (3) Parking expenses for Port Authority related business meetings will be reimbursed. All parking reimbursement requests require a receipt, except for parking expenses incurred at parking meters.

IV. General Guidelines

- (1) To be reimbursed, all expenses must be reasonable and customary. To the extent any expense is unreasonable or uncustomary, the unreasonable or uncustomary portion of the expense shall not be reimbursed if such portion can be determined, and if such portion cannot be determined, none of the expense shall be reimbursed. The following, without limitation, are determined to be unreasonable expenses:
 - a. Any purchase of alcohol;
 - b. Any expense for breakfast in excess of \$[___] per person;
 - c. Any expense for lunch in excess of \$[___] per person; and
 - d. Any expense for dinner in excess of \$[___] per person.
- (2) Expenses shall not exceed \$1,000 on any day without previous written approval of the Chair of the Board.