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Attachment 3 – Meals & Incidentals Per Diem Limits Meals & Incidentals Limit Breakdown for

Travel 16

1. Purpose

The purpose of this Policy is to outline travel expenses and reimbursement procedures for allowability, fiscal responsibility and consistency in control and reporting. The Policy applies to all Travelers, including all Directors, all employees, and non-employees (such as job candidates, external trainers, etc.) traveling on behalf of the Mobile Airport Authority (“Airport Authority”). Any exceptions for a category of Traveler are explicitly noted in the applicable section.

2. Distribution

This Policy will be presented to Directors during members’ initial orientation and reviewed with Directors annually thereafter and distributed to employees during new employee orientation.

3. Definitions

3.1. Actual Expenses

Payment of authorized actual daily expenses incurred, up to the limit prescribed by Section 8 of this policy, as appropriate. Entitlement to reimbursement is contingent upon the presentment of receipts for actual expenses (does not include Per Diem amounts).

3.2. Approving Official(s)

Those authorized to approve Spend Authorizations or Expense Reports. The Approving Official(s) is responsible for ensuring knowledge and compliance with this Policy.

3.3. Board

Includes the Board Member/Directors, the Chair, Vice Chair, Treasurer & Secretary.

3.4. Director(s)

Director(s) or Board Member shall only mean those public officials duly appointed and elected to serve on the Mobile Airport Authority Board of Directors.

3.5. Domestic Travel

Trips within the continental (contiguous) United States (i.e., excluding Alaska, Hawaii, and U.S. Territories).

3.6. Expense Report

The Expense Report is the Traveler’s expense reimbursement request of eligible costs incurred, including Per Diems, on behalf of the Airport Authority.

3.7. Incidentals

Tips given to porters, baggage carriers, hotel staff, and staff on ships are included in the Per Diem and are not separately reimbursable.

3.8. International Travel

Trips taken outside of the continental United States.

3.9. Local Travel

Any one-day trip less than 400 miles round trip from the Traveler's work location that does not require an overnight stay. Local Travel may be via personal vehicle, Airport Authority-owned vehicle, or public transportation. Use of Airport Authority-owned vehicles is encouraged.

3.10. Mileage Rate

The per mile amount reimbursed to a Traveler when using his/her privately owned automobile on official business. Use of a privately owned vehicle is only authorized for Local Travel or as stated in Section 5.5.5 of this Policy. The Airport Authority follows the rate set by the IRS. The Mileage Rate is the same for Local and non-Local Travel which the Office of Finance keeps current within the Expense Report.

3.11. Per Diem

The daily maximum amount allowed for meals (including taxes and tips) and Incidentals not requiring receipts. Expenses which are eligible for reimbursement by a third party requires the Expense Report with itemized receipts.

3.12. Personal Expenses

Expenses considered not necessary to conduct official Airport Authority business. Personal Expenses that may not be reimbursed include but are not limited to expenses for movie rentals, health club, sundries, non-business related Local Travel, and alcoholic beverages.

3.13. Personal Travel

Any travel not considered official business.

3.14. Transportation

The means by which a Traveler gets to and from an authorized destination. Transportation may be accomplished by common carrier (e.g. bus, rental car, plane, train, taxi or rideshare), Traveler's privately owned vehicle, or an Airport Authority-owned vehicle. Refer to Section 5.5 for Transportation guidelines and restrictions.

3.15. Spend Authorization

Written approval for a Traveler to leave his/her work location and incur expenses on behalf of the Airport Authority. The Spend Authorization specifies the purpose of the travel, dates, places to be visited, estimated cost for the travel, and other pertinent information such as conference agenda and related materials, all of which should be attached. The Spend Authorization will be completed and approved before any expenses are incurred in relation to the travel, in accordance with Section 5.

3.16. Traveler

Any person authorized to travel for official business on behalf of the Airport Authority.

4. Policy

4.1. General Policy

In compliance with express language later described herein, the Airport Authority will provide a Per Diem and reimburse other allowable and reasonable actual, authorized and properly documented expenses incurred while traveling on official business. Other expenses include Transportation, hotel accommodation and other expenses necessary to complete the purpose of the travel in the most expeditious and cost-effective manner to the Airport Authority. Expenses claimed that are found to be in violation of this Policy will be rejected by the Approving Official(s). If it is later determined that payment or reimbursement was made in error or that it is determined that the Traveler has been unjustly enriched at the expense of the Airport Authority, the Traveler may be required to reimburse the Airport Authority for such payment. Such determination will be made by the Airport Authority or its designated representative.

4.2. Prudent Use of Travel Funds

Expenses incurred relative to the purpose and location of the travel must be reasonable.

4.3. Travel Summary

When requested by an Approving Official or Board officer (i.e., Chair, Vice Chair, Treasurer, etc.), the Traveler will provide a written briefing of any event attended, key business-related activities, and the results and benefits to the Airport Authority.

4.4. Travel Reporting

Quarterly, the Airport Authority's Executive Director/President or his/her designee will deliver to the Board a report of all non-domestic Travel activity, which includes the travel of all Directors and employees.

4.5. Annual Audit

The Finance Committee conducts an annual audit of all travel expenses and shall report the results of the audit to the Board at the next regularly scheduled meeting thereafter.

5. Spend Authorizations

Travel expenses on Airport Authority official business are allowable as defined hereafter. They include expenses incurred for Transportation, Lodging, Meals and Incidentals ("M&IE"), and Miscellaneous Expenses.

To maximize cost savings, Travelers are strongly encouraged to make travel arrangements as early as possible. For International Travel, the use of a corporate travel agency (chosen by the Board, or its designated) shall be required.

5.1. Approving Officials for Spend Authorizations

| If the Traveler is... | Approval must be made in advance by both the... |
|--|--|
| Chair of the Board | Vice-Chair of the Board and Treasurer |
| Board (other than Chair) | Board Chair and Treasurer |
| Executive Director / President | Board Chair and Treasurer |
| Staff or other Traveler not listed above | <u>Domestic Travel:</u> Executive Director/President or the Designee(s) thereof |

| | |
|--|--|
| | <u>International Travel:</u> Chair and Treasurer |
| | (the above collectively referred to as “Authorized Official(s)’’) |

Spend Authorization approval by the Authorized Official(s) will be applied consistently and will not be unreasonably withheld.

The Board is not required to obtain a Spend Authorization for travel to Board or Committee meetings and any function, meeting, or event other than conferences for which the invitation has been extended to all Directors or Directors on the same Committee.

In the absence or unavailability of the Chair, the Vice Chair shall act responsibly in his/her place. In the absence of the Treasurer, the Chair of the Finance Committee shall act responsibly in his/her place.

5.1.1. Responsibility of Approving Officials for Spend Authorizations

It is the responsibility of the Approving Official to ensure, prior to authorizing travel, that the requested travel is reasonable, in compliance with this Policy, and that sufficient funds for travel are available in the department budget.

5.1.2. Appeal of Denied Spend Authorization

If a travel request for the Board is declined, the Traveler may appeal the decision to the Governance and Human Resource Committee.

5.2. Allowable Costs

Allowable costs include:

- Mileage including round trip mileage to and from the point of common carrier Transportation* Refer to Attachment 1 for mileage rate.
- Standard parking (not including valet parking, unless valet parking is the only option available)
- Taxi/Shuttle/TNC fares, including fares to and from the point of common carrier Transportation*
- Common carrier Transportation
- Per Diem
- Lodging
- Car Rental (if pre-approved)
- Telephone charges as stated in Section 8.1.4 of this Policy
- Conference or meeting fees

*NOTE: Mileage or fares to or from the airport may not be approved on workdays if

the Traveler is required to report to work before or after the travel and works at the airport at which the flight is departing or arriving.

5.3. Deviations from Approved Spend Authorizations

If travel plans change significantly, resulting in either an increase or decrease in the number of travel days or an increase in the estimated cost by 20 percent or more, a written explanation must be prepared and approved by the Approving Official(s) and attached with the Expense Report. If travel plans change significantly in advance of travel, contact Finance staff for guidance on adjusting Spend Authorizations.

5.4. Business and Personal Travel Combined

If a Traveler desires to combine business travel with personal time, the Traveler will indicate that in the Memo section of the Spend Authorization and annotate the dates of personal leave. Approval to combine Personal Travel with business travel is at the sole discretion of the Approving Official(s). The Traveler will reimburse the Airport Authority for the difference the Airport Authority would have paid for the most direct route to the business destination. Allowable expenses, as defined, are only reimbursable for the Traveler for the business portion of the travel.

5.5. Transportation

If a Traveler wants to use tickets that include weekend days to obtain savings on airfare, the Approving Official(s) must concur and specifically note this on the Spend Authorization before their purchase. Evidence of the savings received from a weekend stay will be provided in the form of dated quotes from the airline, hotel and estimated subsistence for the weekend stay versus the weekday airline ticket round trip cost.

To minimize costs, Travelers are encouraged to book Transportation as early as possible.

5.5.1. Air Travel

Unless otherwise authorized in writing by the appropriate Approving Official(s), all air Travel shall be purchased by the Airport Authority or on an Airport Authority issued corporate credit card. Travelers are required to obtain discount fares to the extent possible and purchase economy class tickets. Unrestricted or changeable tickets are allowable. Travelers may upgrade to a different class at their own expense. Allowable options within the economy class such as seat assignments (e.g. extra leg room, exit row seating), and Wi-Fi are reimbursable. Costs for early boarding options are not reimbursable. If travel is outside of the continental (contiguous) United States, the Board may purchase the next higher class over economy without prior approval, unless the next higher upgrade results in first class accommodations which must be approved in advance by the Approving Official(s). Travelers other than the Board may request advance approval from the appropriate Approving Official(s) for the next higher class over economy if travel is outside the continental (contiguous) United States. Travelers may, with advance approval from the appropriate Approving Official(s), purchase other than economy class when necessary to accommodate a medical disability or other special need. Blanket authorization of other than economy class Transportation accommodations is prohibited; authorizations will be on an individual trip-by-trip basis.

Baggage fees charged by airlines for checked luggage will be reimbursed for up to two bags, including one carry-on bag if applicable. Overweight bag fees are reimbursable, if for business purposes only.

5.5.2. Train Travel

Travelers are required to purchase economy or business class tickets for train fares. The appropriate Approving Official(s) may authorize the next higher class or sleeper car fares if the travel is greater than 6 hours or the travel is overnight. Travelers may, with advance approval from the appropriate Approving Official(s), purchase other than economy or business class when necessary to accommodate a medical disability or other special need. Blanket authorization of other than economy or business class Transportation accommodations is prohibited; authorizations will be on an individual trip-by-trip basis.

5.5.3. Car Rental

Car rental will be authorized only when local Transportation is not practical or would be more expensive. Car rentals, if authorized, are limited to intermediate size vehicles. Car-sharing services (i.e. Zipcar) are not allowed. The Approving Official(s) will annotate the justification for use of a rental car in the Memo of the line item on the Spend Authorization.

To the extent possible, the Airport Authority encourages Travelers to coordinate Transportation services when two or more Travelers are traveling at the same time to the same destination. Travelers will not utilize the car rental pre-paid gasoline option.

5.5.3.1. Car Rental Insurance

Unless expressly authorized beforehand, a Traveler should not accept the Liability coverage and Physical Damage coverage offered by the car rental agency. Where applicable and to the extent any additional car rental agency coverage is exhausted, it is contemplated that the Airport Authority's corporate card used to reserve said rental car will provide adequate coverage for liability and/or physical damage.

If the Traveler, at his/her discretion, accepts the Personal Accident Insurance and/or Personal Effects Coverage offered by the car rental agency, the Traveler will use personal funds to cover this expense which will not be reimbursed by the Airport Authority.

To cover any Personal Travel, the Traveler will use personal funds to purchase Liability coverage and Physical Damage coverage or provide personal auto insurance coverage. The business portion of the car rental expense will be a ratio of total business days used to total days of the car rental contract. Refer to Section 9.2 for Employee Injury and Business Travel Insurance.

5.5.3.2. Car Rental Accidents or Damage

If the Traveler is involved in an accident while traveling on official

business, he/she will report the accident to the local authorities, the car rental company, the supervisor, or, in the case of a Member of the Board of Directors, the Board Secretary, and follow the Airport Authority's procedures as outlined by Human Resources. Refer to Section 9.2.1 for Employee Injury.

5.5.4. Private Aircraft

The use of a non-commercial privately owned aircraft is not authorized.

5.5.5. Personal Vehicle

Travelers are not authorized to use their personal vehicle for Airport Authority business, except for Local Travel or when authorized by the Approving Official(s). For non-Local Travel, the Traveler should present a cost comparison to the approver, justifying the cost benefit to the Airport Authority for use of a personal vehicle.

If the Traveler is authorized to use a privately-owned vehicle, for non-Local Travel, reimbursement is limited to the lesser of Actual Expense at the current mileage rate or the direct route advance purchase common carrier ticket. Refer to Attachment 1 for Mileage Rate. The Traveler's personal auto insurance policy for his/her personal vehicle will be the primary policy when that vehicle is used on Airport Authority business. The Airport Authority provides coverage for liability in excess of the Traveler's personal auto insurance policy. If the Traveler is involved in an accident while traveling on official business, he/she will report the accident to the local authorities, their personal auto insurance carrier, their supervisor, and follow the Airport Authority's procedures as outlined by Human Resources.

5.5.6. Travel Routing

Travel will be arranged by the route and Transportation mode that is most cost effective to the Airport Authority. The Traveler will bear any additional cost incurred as a result of deviation from this route for personal reasons. Travelers will indicate all calculations clearly on the Expense Report to support the amount claimed.

5.5.7. Taxis, TNCs, Shuttle Service and Courtesy Transportation

Transportation expenses in the performance of Airport Authority business travel are reimbursable for the fare for use of a taxi, TNC, shuttle service or other courtesy Transportation (Also see tipping in Section 8.1.4. Other Allowable Expenses for Travel).

When utilizing the services of a TNC, the Traveler is covered by the available liability insurance provided by a TNC in the event of an accident. To ensure this coverage is in effect, the Traveler should always make sure that the TNC driver's TNC ride-sharing application is open and indicating the Traveler's ride.

If using a limousine service, only an amount up to a taxi fare for an equivalent trip will be reimbursed.

5.6. Hotel Accommodations

If traveling to an event and a host hotel is provided to all event attendees at a group rate

lower than the regular rate for a standard, single occupancy (or equivalent) room, Travelers should stay at the host hotel unless rooms are sold out at the group rate. If rooms are no longer available at the group rate, the Traveler should follow the guidance for a non-host hotel below.

If purpose of the travel is for a meeting or event that does not include a host hotel, reimbursable lodging will be limited to a standard room at the single occupancy (or equivalent) rate. Lodging should be limited to economy and business class hotels (e.g. Holiday Inn, Hilton, Marriott, etc.). Luxury hotels (e.g. Ritz Carlton, Four Seasons, etc.), private luxury rentals and similar accommodations will not be approved or reimbursed beyond the standard room rate for an economy or business class hotel in the same vicinity. Non-standard accommodations such as Airbnb and other similar house- sharing platforms are not allowable.

To minimize costs, Travelers are encouraged to book lodging as early as possible. In addition, the lowest possible (government, conference, corporate) rates at the selected hotel must be obtained when making hotel reservations. Non-standard, premium or deluxe suites will not be approved or reimbursed beyond the standard room rate at the single occupancy (or equivalent) rate; travelers may upgrade at their own expense. Travelers seeking approval and reimbursement for non-standard or premium accommodations must provide third party documentation (e.g. quotes from the hotel websites or online booking sites such as hotels.com, etc.) evidencing standard room rates at the single occupancy (or equivalent) rate at an economy or business class hotel in the same vicinity during the same period of stay. Travelers should provide their personal credit card information at check in to ensure that they are billed directly for all hotel charges. Travelers should provide the corporate business card for hotel expenses. Hotel accommodation costs are only allowable for Airport Authority business travel lasting longer than 12 hours. Resort fees are only reimbursed when mandatory. Costs for early check-in or late check-out are allowable if business justification is provided.

6. Making Reservations

For Domestic Travel, the Traveler may use the Airport Authority travel agent or make reservations directly using only an authorized Airport Authority corporate business card. If using a travel agent, the Traveler may only use the Airport Authority's travel agent (or any travel agent approved by the Board). If a Spend Authorization is required as defined in Section 5, the Traveler MUST obtain approval from the Approving Official(s) on the Spend Authorization, prior to making any non-refundable expenditure. If it is determined a non-refundable expenditure was made prior to approval of a Spend Authorization, the Traveler may have to pay for the items purchased.

6.1. Travel Agent

The Traveler may use the travel agent to make airline or train reservations. Hotel reservations, and/or car rental reservations (if authorized) may be made by the travel agent if the Traveler provides an authorized corporate credit card for the reservation. When making reservations with the Airport Authority's travel agent, Travelers should be as flexible as possible on their departure and return dates to take advantage of discount fares. The travel agent charges a fee for the service, which is part of the total

cost of the ticket.

6.1.1. Problems with Ticketing or the Travel Agent

The Airport Authority's travel agent and Airport Authority staff making the arrangements can easily remedy most ticketing reservation problems. If a problem cannot be resolved with the travel agent, the details should be reported to Accounts Payable.

6.2. Using the Internet or Contacting Carriers Directly

Travelers, traveling domestically, may use the Internet or contact carriers directly, if they choose. The Traveler is expected to use/obtain discount fares to the extent possible and purchase only economy class tickets. Airfare/train fare paid for on a personal card will not be reimbursed, unless a legitimate reason is provided in writing and thereafter authorized pursuant to the relevant Section(s) herein.

7. Local Travel

7.1. Reimbursable Expense for Local Travel

Reimbursable expenses for Local Travel while on Airport Authority business include mileage, standard parking (not including valet parking, unless valet parking is the only option available, public transit (e.g. Metrorail), taxis, TNC's and tolls. Employees attending local training or conferences may be reimbursed for lunch if it is not included in the training or conference fee. (See Per Diem allowances in Attachment 3). The Airport Authority will reimburse expenses incurred during Local Travel upon receipt of an approved Expense Report (Attachment 2).

Travelers on official Airport Authority business on their regular day off will be reimbursed for lunch during normal working hours (See Per Diem allowances in Attachment 3).

Use of Airport Authority-owned vehicles is encouraged. If a local Traveler receives an automobile allowance from the authority, mileage is not reimbursable. And, if an employee uses an authority vehicle, then gas receipts are reimbursable.

Mileage to and from the workplace on a regularly scheduled day off is not reimbursable if an employee is reporting for work to perform his/her regular duties.

7.2. Local Travel from Home Versus Work

If Local Travel to a meeting or training is from home rather than from work on a normal business day, the normal commuting expenses to and from work are not considered Travel expenses, therefore, are not reimbursable and must be excluded from the Travel expense claim.

7.3. Airport Authority-Sponsored Activities and Events

Travelers will not be reimbursed for any travel expenses incurred while participating in Airport Authority-sponsored activities or events for which attendance is not mandatory.

8. Expense Reimbursements

8.1. Completing the Expense Report

8.1.1. General Guidelines

To request reimbursement of travel expenses the requestor completes an Expense Report which is electronically routed for approval. Use of the corporate credit card should be used for all travel expenses. Any additional expenses paid with a personal credit card requires a written explanation prior to reimbursement.

8.1.2. Receipts

All travel expenses should be charged to the corporate business card. Expense Reports must have legible, detailed supporting documentation and itemized receipts attached in the system for all reimbursable expenses. No receipts are necessary for Per Diems claimed. Expenses that are eligible for reimbursement by a third party requires the Expense Report with itemized receipts.

Common Carrier

The original itinerary and receipt for airfare will be provided to document the travel. It is important that the employee's name, method of payment, date, time, airline flight numbers and applicable changes are clearly evident from the documentation provided.

Lodging/Hotel Accommodations

Travelers should use the corporate credit card for all travel expenses. If there are additional expenses, travelers will be reimbursed for the actual eligible cost of lodging for the business portion of the travel. The Traveler's lodging receipt must show each night registered. A lump sum billing, covering a number of days, is not acceptable. Online bookings may preclude daily charges from showing on the hotel receipt, however in this event; the Traveler must obtain evidence from the hotel indicating dates of stay. Non-standard accommodations such as Airbnb are not allowable.

Rental Car

Receipts for rental cars (if approved on the Spend Authorization), gasoline purchased, and tolls are required regardless of the cost.

8.1.3. Per Diem for Meals and Incidentals

Domestic Travel Per Diem

Travelers will submit a Per Diem claim without receipts for total daily meal and incidental expenses incurred within the continental U. S. Travelers will be paid 75% of the Per Diem for the first and last days of travel. Meals provided in the prepaid cost of activities (e.g., conferences, hotels, flights, business meals) should be deducted from the daily Per Diem (Refer to Attachment 3 for Per Diem rate and Incidentals).

International Travel Per Diem (also including Alaska, Hawaii, and US Territories)

Travelers will submit a Per Diem claim without receipts based on the "Local Meals" rates from the Department of Defense website. Travelers will be paid 75% of the applicable meal Per Diem plus 75% of the incidental Per Diem for

the first and last days of travel. Meals provided in the prepaid cost of activities (e.g., conferences, hotels, flights, business meals) should be deducted from the daily Per Diem. (Refer to Attachment 3 for Per Diem rate and Incidentals).

8.1.4. Other Allowable Expenses for Travel

Tips for meals, room service, porters, baggage carriers, hotel staff, and staff on ships are included in the Per Diem. Tips not included in the Per Diem such as taxis and TNC's, are limited to 20 percent. Tips for courtesy Transportation, if appropriate, are limited to \$5.00 per travel and are not included in the Per Diem.

Dry cleaning and laundry expenses are allowed only for travel exceeding six (6) consecutive nights.

Work-related phone calls (e.g., to the office, voicemail, or other necessary business calls) as well as reasonable personal phone calls will be reimbursed.

Travelers should use their mobile carrier international plan when traveling internationally on company business. These expenses will be reimbursable for the duration of the travel.

8.1.5. Personal Expenses

Personal Expenses are not reimbursable.

8.2. Approving Officials for Expense Reports

| If the Requestor is... | Approval must be made by both (if applicable) the... |
|---|---|
| Chair of the Board | Vice-Chair of the Board and Treasurer |
| Board (other than Chair) | Chair and Treasurer |
| President | Chair and Treasurer |
| Staff or other requestor not listed above | Executive Director/President and Treasurer (collectively, referred to as "Approving Officials") |

Both Approving Officials (if applicable) must sign the Expense Report for the requestor. Eligible Expense Reimbursement by the Authorized Official(s) will be applied consistently and will not be unreasonably withheld.

In the absence or unavailability of the Chair, the Vice Chair shall act responsibly in his/her place. In the absence of the Treasurer, the Finance Committee Chair shall act responsibly in his/her place.

8.3. Submission Requirements

Expenses must be submitted within 30 days after returning from travel. Each Board Member shall submit Expense Reports on his or her own.

8.3.1. Travel Cancellation

The Traveler will provide a brief written explanation for any cancellation. If travel is cancelled and charges were incurred (e.g., airfare or hotel reservations), the Traveler will prepare an Expense Report with applicable receipts within 30

days for review and approval by the Approving Officials.

9. Miscellaneous

9.1. Travel Expenses Paid by Outside Parties

In circumstances when an employee's expenses are eligible for reimbursement by a third party, the employee or Traveler should submit the Spend Authorization and annotate in the Comments section the third-party reimbursement, including the name and billing contact for the third party. After submitting the Expense Report with itemized receipts, Accounts Receivable will submit an invoice to the third-party directing reimbursement be made directly to the Airport Authority.

9.2. Insurance Coverage

9.2.1. Employee Injury

A Traveler has the responsibility to seek medical attention if he/she sustains an injury while traveling on official business and to notify his/her immediate supervisor within 24 hours of the incident. The supervisor is responsible for immediately contacting the Airport Authority's Workers Compensation insurance carrier to report the incident following the Airport Authority's procedures outlined by Human Resources. Human Resources will receive notification from the Workers Compensation insurance carrier and will facilitate ensuring the Traveler gets the care and medical attention needed and will coordinate the Traveler's care and concerns between the available Workers Compensation and Business Travel coverages. The Workers Compensation laws have specific guidelines for care and Human Resources will ensure that a nurse case manager is assigned to coordinate the Traveler's medical care while on travel and upon the Traveler's return. This coordination of care is necessary to minimize the Traveler's out-of-pocket expense while traveling on official business.

10. Exceptions to the Policy

When circumstances arise that are not directly covered in these written procedures, Travelers are expected to use sound judgment before incurring any additional expenses when traveling on behalf of the Airport Authority and provide detailed documentation on the Expense Report.

Any exception to this policy requested must be documented in the Expense Report and approved in writing by the Chair of the Board of Directors. If denied, the decision may be appealed to the full Board or its designee (i.e., Governance and Human Resource Committee).

Any exception to this policy requested by staff must be documented in the Expense Report and approved in writing by the GHR Committee or its Authorized Designee.

11. Questions

Questions regarding this Policy should be directed to Mobile Airport Authority Human

Resources.

Attachment 1 – Mileage Rate

The IRS standard business mileage rate effective January 1, 2024 is 67.0 cents per mile. Please use this rate on all expense reimbursement requests for travel beginning January 1 – December 31, 2024.

Attachment 2 – Expense Report. [attach a form Expense Report]

Attachment 3 – Meals & Incidentals Per Diem Limits Meals & Incidentals Limit

Breakdown for Travel

Where appropriate, Per Diem will be provided to a Traveler by the Airport Authority as an allowance to cover certain travel expenses. This allowance will be based on a pre-determined amount and may be paid either in advance or as these pre-determined expenses accrue. Per Diem for meals (including applicable taxes and tips) and Incidentals must not exceed the authorized total limit.

| | M&IE Total (1) | Breakfast (2) | Lunch (2) | Dinner (2) | Incidental Expenses | First & Last Day of Travel (3) |
|---|-----------------------------------|-------------------------|----------------------------|----------------------------|--------------------------------|---|
| Travel in the Continental US | \$76 | \$18 | \$19 | \$34 | \$5 | \$57 |
| Non -Domestic and International Travel Territories⁽⁴⁾ | \$\$\$ | 20% of meal Per Diem | 30% of meal Per Diem | 50% of meal Per Diem | \$5 | 75% of \$\$\$ |

¹. This table lists the full daily amount employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.

². The separate amounts for breakfast, lunch and dinner listed in the chart are provided should the Traveler need to deduct any of those meals from their travel expenses. For example, if travel includes meals that are already paid for by MWAA (such as through a registration fee for a conference), they will need to deduct those meals from their Per Diem request. Specific dollar amounts are identified for Travel in the Continental US. For Non-Domestic (e.g., Hawaii, Alaska and US Territories) and International Travel, the meal Per Diem will vary by country/city and will be computed on a percentage listed in the table above.

³. This column lists the amount the Traveler receives for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

⁴. Travel outside of the Continental US Per Diem for meals (including applicable taxes and tips) will be based upon the Traveler's country/city destination. Use the following link to the Department of Defense's website to determine the amount to be requested for the Per Diem referencing the local meals column only.

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>