

## **JEA's Travel Policy**

To the extent the Company's fees include reimbursement for travel and travel related expenses, only the authorized expenses described here in will be reimbursed. The Company must request approval in writing from the JEA Project Manager for all travel for a specific person on official JEA business prior to commencement of travel. JEA will only reimburse the Company for actual cost of travel expenses that are documented with receipts submitted with the expense statement (the "Traveler"). The Traveler shall choose the most economical means of transportation, considering the nature of the business, the Traveler's time, cost of transportation, meals, lodging and incidental expenses required. Reimbursement shall be made only for travel performed over usually regularly traveled routes to the destination. When travel is by indirect route for the Traveler's own convenience, reimbursement for expenses shall be based only on such charges as would have been incurred over the usually traveled route.

### **Authorized Expenses:**

#### **Airplane**

Travel by common carrier will only be reimbursed at the coach/economy fare rate purchased.

A copy of the Traveler's air itinerary showing the cost of the coach/economy fare must be submitted along with the expense statements. The Traveler is encouraged to select the most economical published fare. A round-trip coach/economy fare greater than \$1,500 must be pre-approved by the Traveler's Chief.

#### **Private Automobiles**

If the total miles from point of origin to destination exceeds 400 miles one way, the mileage reimbursement for use of a private motor vehicle shall be limited to the lesser of:

- I. IRS rate per mile (current mileage rate can be found on the IRS website) or
- II. the lowest airline common carrier coach/economy fare to the nearest airport plus the cost of other means of transportation from the airport to the destination.

If travel is by private automobile, reimbursement shall be based on the IRS authorized mileage rate in existence at the time of travel. All mileage shall be completed from the constructive point of origin to the point of destination. Vicinity mileage incurred while driving on official business may also be reimbursed. No other reimbursement for expenses related to the operation, maintenance and ownership of a vehicle shall be allowed when a private motor vehicle is used on public business.

#### **Car Rental**

Rental cars may be used only if taxis or other means of transportation are less economical or otherwise impractical.

JEA has contracts with AVIS, Budget and Enterprise/National for car rentals and must be used where available. For reservations:

- AVIS
  - <https://www.carrental.com/abgPartners/sof/>
  - 800-652-7900
  - Discount Code: B113410
- Budget
  - <https://www.carrental.com/abgPartners/sof/>
  - 800-214-6094
  - Discount Code: B113410
- Enterprise/National
  - <https://elink.enterprise.com/en/23/08/jea.html>
  - Account Number: XZ78612

Every effort shall be made to coordinate travel so that Travelers share a rental car and thereby eliminate multiple cars at the same location. Travelers must use the intermediate or standard class (or subordinate) of vehicles unless the number of passengers or the volume of equipment makes the intermediate/standard class impractical or if health or physical need requires a larger vehicle. A business justification for upgrades noting such must be included in the travel pre-approval. Personal accident insurance purchased by the traveler will not be reimbursed by JEA.

A receipt of itemized rental car charges must be obtained and submitted with the travel reimbursement claim.

### **Lodging**

Reimbursement will be made for the cost of reasonably required overnight lodging when a Traveler is required to be away from his/her place of residence on behalf of JEA business. Travelers shall select lodging that is the most economical available, consistent with the duties being performed. Travelers will be reimbursed for a single room rate; double occupancy rates may be obtained if two Travelers share a room.

Travelers must document all lodging expenses with itemized statement and paid receipt from lodging facility. A receipt of itemized lodging expenses must be obtained and submitted with your travel reimbursement claim. Personal expenses such as entertainment, in-room movies, in-room concessions (i.e., mini-bar charges) and other personal charges will not be reimbursed.

### **Meals**

Reimbursement is authorized for meals for all travelers while in a business travel status at the following fixed subsistence / per diem rates, or, at the traveler's option, at the amount submitted, not to exceed the following fixed maximum subsistence rates, but in any case, only when travel begins before and extends beyond the times specified:

- I. Breakfast - when Travel Time begins before 6:00 a.m. and extends beyond 8:00 a.m. The JEA breakfast per diem maximum is \$20.
- II. Lunch - when Travel Time begins before 12:00 noon and extends beyond 2:00 p.m. The JEA lunch per diem maximum is \$25.

- III. Dinner - when Travel Time begins before 6:00 p.m. and extends beyond 8:00 p.m. The JEA dinner per diem maximum is \$35.
- IV. International Travel - for travel outside of the United States, the per diem rate is doubled to \$100 per day.

### **Incidental Transportation Expenses**

The following expenses incidental to transportation of the Traveler may be reimbursed:

- I. Taxi fare
- II. Ferry fares, bridge, road and tunnel tolls
- III. Storage and parking fees
  - a). Valet parking may be selected when there is not a more economical means of parking or where less economical options present a safety concern. A business justification for the use of valet parking must be provided in the reimbursement claim.
  - b). One of the long-term (non-valet) airport parking options (vs. hourly parking) must be utilized for approved travel greater than 24 hours.
- IV. Communication expenses such as business telephone expenses and daily internet/wireless access to conduct JEA business or to inform family members or caretakers of travel delays.
- V. Reasonable gratuities for services incurred at a cost (not to exceed 20% of the cost of the service or to exceed the total subsistence allowance in the case of meals).
- VI. Reasonable gratuities for services incurred without a cost (limited to \$10 per day) (receipt not required, but service justification must be indicated).