

# Port of Houston Authority

## Travel, Meals & Business Entertainment Authorization and Expense Reimbursement Policy - Amendment No. 2

July 2020



This Amendment No. 2 to the Port of Houston Authority Travel, Meals & Business Entertainment Authorization and Expense Reimbursement Policy (the “Amendment”) amends the “Travel, Meals & Business Entertainment Authorization and Expense Reimbursement Policy” (the “Policy”) as set forth below.

1. Amendment. Section IV, Subsection (B) of the Policy is amended and restated as follows

B. Requests for Authorization and Requests for Reimbursement shall be submitted for approval as follows.

1. Requests for Reimbursement shall be submitted for approval as follows.

- Chairman of the Port Commission, to the Chief Legal Officer
- Port Commissioner, to the Chief Legal Officer
- Executive Director, to the Chief Legal Officer

2. Requests for Authorization and Requests for Reimbursement shall be submitted for approval as follows.

- Chief Operating Officer, Chief Legal Officer, Chief People Officer, to the Executive Director
- Other Chief Officers, to the Chief Operating Officer
- Chief Audit Executive, to the Chief Legal Officer
- Employees, other than those listed above, to their immediate supervisor, Chief Officer responsible for the Division incurring the expense, Chief Operating Officer, and Executive Director, in accordance with signature authority
- Consultants/Vendors, in accordance with the requirements stated in Appendix A.

2. Effectiveness. The Policy remains in full force and effect as amended herein, effective as of August 1, 2020.

3. Adoption. This Policy was adopted by the Port Commission on July 30, 2020, as evidenced by Minute No. 2020-0730-06.

Policy Owner: Finance

Policy Version: Fifth Amendment