

**Port of Houston Authority**  
**Policy for Approving and Funding**  
**Local Port Commissioner and Employee Meals**  
**March 2018**



A. Purpose. The purpose of the Policy for Approving and Funding Local Port Commissioner and Employee Meals (the “Policy”) is to (1) ensure compliance with laws of the State of Texas pertaining to use of the funds of the Port of Houston Authority (“Port Authority”) for a local Port Commissioner or Port Authority employee meal, and (2) protect and preserve Port Authority resources.

B. Statutory Restrictions on Use of Funds for Meals (see Chapter 5007, *Texas Special District Local Law Code*). Port Authority funds may not be used for a meal for a Port Commissioner or a Port Authority employee that is not part of:

1. Approved travel for Port Authority business;
2. A ceremonial or business-related function with outside parties;
3. An employee training program; or
4. An event with the purpose of:
  - i. employee recognition,
  - ii. seasonal celebration, or
  - iii. building morale.

C. Scope.

1. This Policy is to be followed by all Port Commissioners and Port Authority employees.

2. The Port Authority Travel, Meals & Business Entertainment Authorization and Expense Reimbursement Policy specifically provides for the approval of and reimbursement for meals purchased by or for Port Commissioners or Port Authority employees while on approved travel for Port Authority business. **Meals for such persons who are traveling are, therefore, not covered by this Policy.**

D. Ceremonial or Business-Related Functions with Outside Parties.

1. When the cost of a meal for a Port Commissioner or Port Authority employee is paid, in whole or in part, by the Port Authority in conjunction with a local ceremonial or business-related function with outside parties, the purpose of the expenditure must be consistent with and supportive of the Port Authority’s mission. Further, costs incurred by the Port Authority must be reasonable and justified. Approval of expenditures for meals associated with ceremonial or business-related functions with outside parties will be provided only if these factors have been properly taken into account.

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a. No payment for meals for a ceremonial function with outside parties as requested by an employee shall be made without prior approval of the function by the Executive Director, Chief Operating Officer, or their respective designees.

b. No payment for meals for a business-related function with outside parties as requested by an employee shall be made without approval of the payment by the Executive Director, Chief Operating Officer, or Division Chief.

2. Other Texas law, the Port Authority Procurement Policy, and the Port Authority Promotion and Development Fund Policy and Standards (collectively “Other Requirements”) may also apply to expenditures related to an event or function. This Policy is not a substitute for the Other Requirements and in the event of a conflict with this Policy, the Other Requirements govern.

E. Responsibility. The Chief People Officer, or such other persons as may be designated by the Executive Director, is responsible for interpretation and resolution of issues related to this Policy. In addition, the Chief People Officer may provide such documents and forms and take such other actions as are necessary or appropriate in carrying out this Policy.

F. Adoption. This Policy was adopted by the Port Commission on March 27, 2018, as evidenced by Minute No. 2018-0327-04.

Policy Owner: Chief People Officer

Policy Version: Original

Review Schedule: During 2020 and each even-numbered year thereafter