

Port of Houston Authority

Travel, Meals & Business Entertainment Authorization and Expense Reimbursement Policy - Amendment No. 1 May 2019



This Amendment No. 1 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. Amendments. Section IV, Subsections (A) and (B) of the Policy are amended and restated as follows

A. All travel, meal purchases, and business entertainment require preauthorization unless otherwise stated in this Policy.

1. Preauthorization is not required for travel within the counties of Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, and Waller unless expenses associated with lodging, meals, or business entertainment can be anticipated.

2. Preauthorization is not required for business meals or entertainment incurred by the Executive Director and Chief Officers within the counties of Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, and Waller.

3. Preauthorization is not required for travel, business meals, and entertainment incurred by the members of the Port Commission and the Executive Director.

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.

Travel, Meals & Business Entertainment Authorization and
Expense Reimbursement Policy – Amendment No. 1
May 2019
Page 2

- Chief Operating Officer, Chief Legal Officer, and Chief People Officer, to the Executive Director
- Chief Audit Officer, to the Chairman of the Audit Committee
- Other Chief Officers, to the Chief Operating 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 May 21, 2019.

3. Adoption. This Policy was adopted by the Port Commission on May 21, 2019, as evidenced by Minute No. 2019-0521-08.

Policy Owner: Finance
Policy Version: Fourth Amendment