

IV. TRAVEL PLANNING

A. Authorization

Authorization: A Travel Authorization is required whenever a Port employee is in 'Travel Status'. Travel authorization must be approved prior to travel and is required before requesting expense reimbursement from the Port. The Port Commission President authorizes travel for Port commissioners.

Travel Status: Whenever away from assigned duty station and travel is beyond 60 miles from where a major portion of usual work time is spent or the normal place of return to duty upon completion of special assignments.

Guideline: Travel to destinations at or beyond the following regions establishes 'Travel Status' and requires an approved travel authorization.

- North of Seattle - Mt Vernon, WA • East of Seattle - Snoqualmie Pass, WA • South of Seattle - Olympia, WA • West of Seattle - Port Townsend, WA

Domestic Travel: To obtain authorization for official domestic business travel, Port employees must complete a 'Travel Authorization Form' online in Concur and route it to the appropriate manager for approval. The Port Commission President authorizes travel for Port Commissioners. Travel to British Columbia, Canada, is treated as domestic travel for purposes of this policy.

International Travel: Excepting travel to British Columbia, Canada, all international travel for Port employees must have travel authorized by the Executive Director in addition to manager approval. International travel for Port commissioners is approved by the full Commission in an open public meeting.

International Travel Insurance: Before traveling outside of the country on Port business, the Port's Risk Manager must be contacted to obtain a Foreign Travel Insurance Card. The Port provides Travel Accident and Sickness Insurance Coverage for Port commissioners and employees traveling outside of the United States on Port business. The insurance policy provides 24-hour protection for Port commissioners and employees for medical and other emergency needs.

Frequent Travel to Same Location: When frequently traveling to a destination that is greater than 60 miles and which is not an international travel, a blanket travel authorization should be used. Blanket travel authorization will alleviate the need to seek multiple authorizations for recurring domestic travel to a single destination

When Not in Travel Status or Travel to Locations Less than 60 Miles: Allowance for meals and lodging may be approved by the department director/division level senior manager (for Port employees), or by the Director of Commission Services (for Port commissioners), when a commissioner or employee is not in travel status or traveling to a destination on

special assignment for multiple days where the travel distance is less than 60 miles under one the following circumstances:

- required to perform critical Port work functions and must remain near the work location, where severe inclement weather compromises a safe commute;
- required to perform critical Port work functions and must remain near their work location, where the commute will create an extreme inconvenience; or
- Required to work excessive hours and the commute to/from home will compromise personal safety.