

**Lorain Port Authority
Travel Policy**

In addition to providing beginning and returning mileage date when traveling on behalf of the agency, the following procedures should also be applied:

- Along with beginning and ending mileage documentation employees shall also note the beginning and ending departure and arrival times.
- Employees will only be reimbursed for the shortest and most direct route to their destination.
- Employees shall verify items are in stock with retailers prior to traveling to a retailer to purchase goods on behalf of the agency.
- Employees shall remit a receipt for purchases from a retailer verifying evidence of purchase. If no purchase is made, a reason stating such shall accompany the travel reimbursement request.
- As standard practice, the employee shall utilize his/her best efforts to utilize the nearest vendor for purchasing items.
- The employee shall make his/her best effort to request reimbursement for travel reimbursement every two weeks.
- Unreasonable travel time, modes of travel, and undocumented travel may not be reimbursed.
- Requests for travel reimbursement beyond three (3) months will not be approved unless due to extreme circumstances.

Management shall be responsible to review travel forms and reimbursement requests for compliance with these regulations.