ITEM NO.: DRPA-18-073

SUBJECT: Approval of Policy #400, “Expense Reimbursement for Employees and Board Members

COMMITTEE: Labor

COMMITTEE MEETING DATE: July 10, 2018

BOARD ACTION DATE: July 18, 2018

PROPOSAL: That the Board approve revised Policy #400, “Expense Reimbursement for Employees and Board Members”.

PURPOSE: To review and approve the revised Policy #400 which sets the expense reimbursement procedures for employees and board members.

BACKGROUND: Policy #400 defines the policy of the Delaware River Port Authority (“DRPA”) and the Port Authority Transit Corporation (“PATCO”), collectively the “Authority”, concerning business and transportation expenses and furnishes guidelines where appropriate.

Among the Authority’s responsibility as a public agency is the necessity that all employees exercise prudent judgment in incurring expenses which are to be reimbursed by the Authority. In this connection, the Authority will pay for reasonable business expenses incurred in the course of transacting official business where proper documentation and/or approvals are submitted.

In addition, approval is sought to permit the Chief Executive Officer, in consultation with the Board Chair and Vice Chair, to approve future changes to this policy.

SUMMARY:

Amount: $0
Source of Funds: N/A
Capital Project #: N/A
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: N/A
Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board approve revised Policy #400, “Expense Reimbursement for Employees and Board Members”; and be it further

RESOLVED: That the Chief Executive Officer, in consultation with the Board Chair and Vice Chair, to approve future changes to this policy.

SUMMARY:

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