

## **SEA Expense Reimbursement Policy**

The following is a summary of the Authority's Expense Reimbursement Policy. This policy applies to all payees of the Authority and should be referenced each time a reimbursement for expenses is requested. For a short list of non-reimbursable expenses, please see page 2. All questions regarding the SEA Expense Reimbursement Policy should be forwarded to Rosanne Casciato: rcasciato@pgh-sea.com or 412-393-0206.

### **Meals**

Reimbursement requests are expected to be reasonable and properly documented.

Tip amounts should be reasonable.

No reimbursement will be made for alcoholic beverages for the payee unless for entertaining purposes related to securing events at the David L. Lawrence Convention Center. The detailed receipt with names of potential clients and affiliation must be listed.

Detailed receipts are required for all meal reimbursements. The receipt must be fully itemized, including the amount, date, establishment name and address, names in attendance, items purchased and business purpose. Individual meal reimbursement requests over the current IRS rates will not be reimbursed. (The limits currently in effect in the Pittsburgh area are Breakfast - \$13.00, Lunch - \$15.00, Dinner - \$23.00. Amounts are per person per meal and cannot be reallocated to other meals.)

Reimbursement for travel days will be based on the following times:

Breakfast – If departure is prior to 6:30 a.m. or return is later than 10 a.m.

Lunch – If departure is prior to 11 a.m. or return is after 2 p.m.

Dinner – If departure is prior to 5 p.m. or return is after 7 p.m.

### **Travel**

Mileage shall be reimbursed at the stated IRS rate in effect on the date of travel. Beginning and ending mileage needs to be noted. We will accept Google Maps or MapQuest printouts. <sup>i</sup>

Parking and tolls reimbursement requires detailed receipts including payee name, date, time and location. When parking locally at an SEA or SA owned facility, Contractors/Vendors are encouraged to ask the Authority for parking validation.

Car rental reimbursement will be made for the daily amount of compact or mid-sized car rentals. Gas tank must be filled prior to returning car to rental agency. Reimbursement will not be made for gasoline charges at the rental agency. Detailed receipts (payee name, date, time, location) from gas stations will be reimbursed. Reimbursement will be made for either mileage or gasoline but not both.

Air travel should be booked via the most economical rates and should not include bump up options. It should not be business or first class. It will be reimbursed for reasonable fares. The “passenger receipt” issued by the airline is required for reimbursement. This may be in the form of an email.

Lodging will be reimbursed for reasonably priced mid-market hotels or motels. Itemized hotel receipts are required for reimbursement. (Payee name, date, time and location)

**Administrative Services** (If specifically provided for in the contract )

Copying charges must include a description of the purpose of the copies and the number of copies made.

Messenger charges must include a description of the item and the destination.

Research charges must include the purpose and the name of the research tool used.

Travel charges must include all of the information as per our policy above and also justification for the charges. When parking locally at an SEA or SA owned facility, Contractors/Vendors are encouraged to ask the Authority for parking validation.

No reimbursement will be made for telephone charges.

**Non-Reimbursable Expenses**

*The following are intended as examples and may not be all inclusive:*

Personal entertainment expenses including movies, games, health club, golf, etc.

Mark-ups on expenses

Valet parking

Laundry service

Costs incurred as a result of failing to cancel reservations

Travel accident insurance, traffic fines, traffic penalties, repairs to personal vehicles

Family or friends’ expenses

Alcoholic beverages (unless for entertaining purposes related to securing events at the David L. Lawrence Convention Center)

Gas charges at the rental agency