



**Syracuse Regional Airport Authority**  
**Authority Board Member and Regional Advisory Board Member**  
**Parking and Travel Policy**

**Overview**

The Syracuse Regional Airport Authority (the “Authority”) believes that Authority Board members and Regional Advisory Board (RAB) members should be reimbursed for certain reasonable and necessary business travel costs incurred while on Authority business. The Authority has established the following guidelines to follow when submitting expense statements for reimbursement of charges incurred as a result of business travel.

**Parking**

While on official Authority business at Syracuse Hancock International Airport, Authority Board and RAB members will be provided parking at no cost.

Authority Board and RAB members may park in the designated employee lot during times when they need to park a vehicle at the Airport and are not on Authority business. Authority Board and RAB members may request proximity cards for access into the employee lot. Any such request will be reviewed and acted upon by the Executive Director. Any proximity card issued to Authority Board or RAB members under this policy shall be discontinued upon expiration of the member’s term.

**Travel**

An Authority Board or RAB member may be reimbursed the standard mileage rate for use of a personal vehicle to attend regular, special or committee meetings of the Authority or RAB only if their primary residence lies in a county other than the county in which the meeting takes place. The standard mileage allowance for use of a personal vehicle is indexed according to the current IRS standard mileage rates. ([www.irs.gov](http://www.irs.gov)) In addition to mileage, reimbursement for tolls and parking will be allowed under the same circumstances. The Member’s expense statement should identify the date, time, location and amount of tolls and parking fees.

Members must receive approval by the full Authority for reimbursement of travel expenses incurred while on official Authority business outside of attending regular, special and committee meetings of the Authority or RAB.

### **Meal Expenses**

A Member travelling on Authority business is eligible for reimbursement for meals. “Reasonable” per diem rates for meals should be based on current U.S. General Services Administration Per Diem Rates ([www.gsa.gov](http://www.gsa.gov)). Reimbursements for meals do not include any alcoholic beverages.

### **Overnight Accommodations**

For Members travelling on Authority business, reservations for hotel accommodations and rental vehicles are to be arranged by the Authority’s Secretary. The Authority will generally pay these fees directly to vendors via check to avoid sales taxes, and to obtain government price discounts whenever possible. “Reasonable” per diem costs for lodging in various areas should be based on the GSA per diem rates referenced above. Reasonable transportation expenses incurred for travel to hotel accommodations may also be submitted for consideration of reimbursement (e.g. taxis, subways and buses to and from airports and/or train stations).

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