

PORT AUTHORITY OF GUAM

Travel Rules and Regulations



BOARD POLICY MEMORANDUM NO. 2019 – 01

Effective Date: April 30, 2019

Revised: April 25, 2024

Adopted By PAG Board of Directors

A handwritten signature in black ink, appearing to be 'D. Harris'.

Dorothy P. Harris, Board Chairperson



MESSAGE FROM THE CHAIRPERSON

The **Port Authority of Guam (PAG) Travel Rules and Regulations** is a guide to how the PAG will conduct its financial management responsibilities in the planning, execution, reporting, and overall administration of all off-island travel funded by the Port through local or federal funds.

Off-island travel for various and fundamental reasons must support the PAG's vision of promoting economic initiatives and personnel development that will improve services and operations in a safe, efficient, and sustainable manner. Increased focus on networking and establishing partnerships, funding generation opportunities to increase capacity, and enhanced personnel knowledge and skills are justifiable reasons for undertaking long distance and foreign travel.

The PAG Travel Rules and Regulations ensures that employee travel is consistent with the fiduciary oversight and financial controls and accountability objectives of the PAG. It also ensures fair and equitable treatment of employees by defining procedures for authorized travel and guidelines for expenditures at PAG and federally funded events.

All previous policies hereto adopted relating to travel are hereby superseded by these rules and regulations.



Dorothy P. Harris
Chairperson

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I. REFERENCES

- Title 5, Guam Code Annotated, Government Operations, Chapter 23, Government Travel Law
- Title 2, Grants and Agreements Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E - Cost Principles, § 200.474 – Travel Costs

II. GENERAL

It is the policy of the Port Authority of Guam (hereinafter referred to as the “Port”) that all off-island travel funded by Port funds (local or federal) must be for the direct benefit of the Port to fulfill legitimate obligations to improve services and operations. Consistent with official travel policy, such travel must be programmed, budgeted, scheduled, approved by the General Manager, and reported at the Board of Directors’ regularly scheduled monthly meetings.

All personnel traveling off-island for the Port on official business shall be provided with funds sufficient for all allowable official business expenses. Travelers shall exercise the same care in incurring expenses that a prudent individual would perform if traveling on personal business. All off-island travel must be performed for the direct benefit to the Port or to accomplish an important and legitimate objective for the Port.

III. PURPOSE AND SCOPE

The purpose of the PAG Travel and Rules and Regulations is to provide standard travel policies governing all off-island travel of employees, Management, Board members, consultants, and other authorized parties of the Port.

This document supersedes all previously adopted PAG travel rules and regulations and conforms to financial requirements and reporting of all PAG related expenses.

IV. DEFINITIONS

- | | | |
|----|-------------|---|
| A. | Port: | Port Authority of Guam or Jose D. Leon Guerrero Commercial Port |
| B. | Employee: | Individual in the classified and unclassified position with Full Time employment at the Port |
| C. | Management: | General Manager, Deputy General Manager - Operations, and Deputy General Manager - Finance & Administration |

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- D. Board: Members of the Port Board of Directors or Jose D. Leon Guerrero Commercial Port Board of Directors.
- E. Consultants: Individuals who have a contractual agreement or are employed by a company that has a contractual agreement with the Port to provide technical and/or professional services.
- F. Per Diem Allowance: The daily flat rate advanced to the traveler in lieu of actual lodging and meal expenses. Pursuant to PL 28-068, per diem rates shall be determined by reference to the Federal GSA per diem rates (Lodging + Meals and Incidental Expenses), which shall apply unless the General Manager expressly authorizes an exception from such rates. When lodging expense is otherwise paid or if no lodging expense is incurred, per diem rates shall only be calculated for meals and incidentals.

Per Diem Allowance shall include:

1. All meal charges;
2. Lodging + associated taxes;
3. Personal use of room during daytime;
4. Baths;
5. Tips to waiters, taxicab drivers, hotel employees, porters and others on vessels and foreign country hotels;
6. Communication expenses as it relates to official business (telephone, e-mail, facsimile, wireless communication);
7. Laundry and dry cleaning of clothes;
8. Hotel amenities - e.g., fans

The term "Lodging" does not include accommodations on airplanes, ships or trains, and therefore are not to be borne by the traveler from his per diem allowance.

- G. Travel Expense: Necessary expenses that are incidental to government travel, transportation between places of lodgings or businesses and where meals are taken.

Travel Expenses shall include:

1. Taxicabs;
2. Commercial car rentals;
3. Any other transportation when determined to be advantageous to the Port;

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4. Gasoline and oil;
5. Garage rental;
6. Per Diem of operator;
7. Ferriage, tolls, etc.

Travel expenses are not included in the lodging and meals allowance.

- H. Traveler: The individual traveling off-island on official business for the Port.
- I. Travel Authorization: Instrument utilized to initiate and approve a travel request.

V. PERSONS AUTHORIZED TO TRAVEL AT PAG EXPENSE

The following individuals are authorized to travel at the expense of the Port while on official business and shall be approved as defined.

- A. Employees: Travel Authorization (TA) shall be approved by the General Manager.
- B. Management: Deputy General Managers – TA shall be approved by the General Manager.
General Manager – TA shall be approved by the Board Chairman or his Designee.
- C. Board: Board Members – TA shall be approved by the Chairman or his Designee.
Board Chairman – TA shall be approved by the Board Vice-Chairman or his Designee.
- D. Governor, Lt. Governor, Authorized Individuals: TA shall be approved by the Board Chairman or his Designee.
- E. Consultants: The PAG Travel Rules and Regulations shall apply to all authorized individuals rendering service to the Port.
- F. Dependents of employees while traveling incident to recruitment, termination, or home leave;

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Dependents are individuals who meet any one of the following criteria:

1. Spouse: Husband, wife, or common law:
2. Children:
 - * Under the age of 19: unmarried children, step children, legally adopted children or children under legal guardianship.
 - * Age 19 through 22: attending an accredited school, college, or university on-island.
 - * Disabled: incapable of self-sustaining employment by reason of mental retardation or physical handicap. The employee must provide proof of total disability and dependence.

VI. OFF-ISLAND TRAVEL

A. Authorization

Each off-island trip request shall be submitted in advance to the General Manager who will approve the travel and expenditure as necessary to the operation of the Port. Specific approval is required for each individual traveling employee. The approval shall include a determination that the expense is reasonable and necessary for the proposed trip.

B. Request For Travel

The process to request travel is as follows:

- i. Except for official emergency travel, all travel request must be submitted at least 30 days prior to scheduled departure date.
- ii. A memorandum of travel request shall be submitted to the General Manager for approval. The memorandum shall include justification for the travel including specific purpose and number of travelers.
- iii. The Human Resources Division shall prepare the Travel Request and Authorization Form (TA), coordinate the travel arrangements, submit proposed budget calculation identifying funding source (Port or Federal funds), and provide supporting travel documentation, inclusive of the following:
 1. Purpose;
 2. Destination – City, State;
 3. Dates;
 4. Travelers in Party;
 5. Air Fare Cost;
 6. Cash Advance Needed;
 7. Deposits and/or Registrations;
 8. Any other useful factors / data;
 9. Completed TA submitted for approval.

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- iv. The TA will be verified for cost and travel itinerary by Accounting section.
- v. Upon completion of review, the Human Resources Division finalizes the TA for further processing by Budget Officer, certified for payment by the Chief Financial Officer or his designee, and approval by the General Manager.

C. Travel Status

An employee will be considered on travel status during his period of absence on official business away from the place at which such official business is transacted. Travel status begins with the departure of a commercial carrier from Guam on which the traveler has his regular place of business and terminates upon his return to Guam.

D. Salary While on Travel Status

A traveler who is an employee of the Port shall receive his regular salary in addition to the per diem allowance or reimbursable expenses during the authorized travel period.

E. Travel Time

The time considered as official travel shall be the time necessary to travel by air by the most direct route to and from the point or points specified in the travel authorization plus the time necessary to transact the required official business. Each traveler will be given one day to travel to his destination and an additional one day upon their return to Guam.

In cases where travel in route to the continental United States crosses the Pacific Time Zone, in addition to the abovementioned, one additional day will be given allowing the traveler to adjust and acclimate to the new environment for better alertness and comprehension during official business.

Every effort should be made to reserve complete flight schedules well in advance to avoid delays at transfer points.

F. Type of Air Travel Authorized

Travel for authorized individuals shall be the most direct route on economy class. Authorized travel requires expenditure of government fund; therefore, Procurement rules and regulations will apply.

The Human Resources Division must contact three (3) travel sources to include on-line travel services and obtain written quotations, which are to be included in the travel authorization file. The Port must purchase the airfare ticket at the lowest acceptable quotation for economy class. General Manager-approved advance online tickets may be purchased using the Port's credit card provided it is the lowest quotation.

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Travelers are allowed to use their personal financial resources to purchase their TA-approved ticket quotation in advance to secure the lowest price provided by responding travel sources. Proof of purchase receipt must be submitted to the Finance Division for reimbursement.

Upgrades are allowable. However, they will be at the traveler's expense and will not be reimbursed by the Port.

G. Routing of Travel

All travel must be a usually traveled and most direct route. Travel tickets shall be for complete routes, inclusive of stopover privileges, whenever and wherever practicable, to minimize the cost of special or short-run trip, stopovers, or back-ticketing.

H. Indirect Travel

Indirect travel is authorized, provided that such travel is not an additional expense to the Port.

I. Recruitment, Termination, or Home Leave

1. Travel Incident to Recruitment, Termination, or Home Leave:
An off-island employee is authorized one-way air transportation for him and his dependents for recruitment, termination, or home leave.
2. Dependent Defined:
Dependents are those individuals who received more than fifty percent (50%) of their support from the traveler and who are considered members of the immediate family. (Refer to Section V.B). This does not include individuals who are gainfully engaged to work for the traveler.

VII. TRAVEL ALLOWANCE

The traveler may elect to finance his trip with his own funds, or the Port will obtain tickets and cash advance, or a combination of both.

A. Per Diem Allowance

Prior to departure to approved travel destinations to engage in official business, the traveler shall receive an advance per diem allowance equal to the authorized number of travel days multiplied by the current per diem allowance rate provided by the Federal GSA, contained in the Joint Travel Regulations.

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The basic per diem allowance for travelers shall be as follows:

1. Per Diem Allowance Rate

a. Employee:

The advance per diem allowance is equal to the basic per diem rate (Lodging + Meals & Incidental Expenses) established in the Federal GSA for a destination multiplied by the number of travel days approved by the General Manager. Only the full amount of Meals & Incidental Expenses for that destination is authorized for the travel day on the return trip; excluding Lodging allowance.

In the event the actual lodging cost (hotel rate + associated taxes) exceeds the FED GSA lodging allowance for a specific destination, the advance allowance to the traveler will be the sum of the actual lodging cost and the FED GSA Meals & IE allowance multiplied by the number of travel days.

b. Management and Board of Directors:

The advance per diem allowance is equal to One Hundred and Twenty-Five Percent (125%) of the basic per diem rate (Lodging + Meals & Incidental Expenses) established in the Federal GSA for a destination multiplied by the approved number of travel days. Only the full amount of Meals & Incidental Expenses for that destination is authorized for the travel day on the return trip; excluding Lodging allowance.

c. Governor and Lt. Governor:

The advance per diem allowance is equal to One Hundred and Thirty Percent (130%) of the basic per diem rate (Lodging + Meals & Incidental Expenses) established in the Federal GSA for a destination multiplied by the number of travel days. Only the full amount of Meals & Incidental Expenses for that destination is authorized for the travel day on the return trip; excluding Lodging allowance.

2. Release of Per Diem

Advance cash allowance shall be issued to the traveler at a minimum of five (5) days prior to departure.

B. Per Diem When Leave is Taken

If leave of absence begins or terminates within the traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time. If leave of absence does not begin or terminate until after the traveler's prescribed hours of duty, the traveler will be regarded in travel status until midnight of the day in which the leave of absence begins and from 12:01 am of the day following the leave of absence.

A traveler will be considered to be in travel status on non-working day is immediately preceded and followed by leave of absence. Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for per diem payment purposes; where it exceeds half of the prescribed working hours, no per diem will be allowed.

C. Leave as a Result of Illness or Injury

Whenever a traveler takes leave of absence of any kind because of illness or injury not due to his own misconduct, the prescribed per diem shall continue for a period not to exceed 14 calendar days. The evidence filed with the Port under the provision of the annual and sick leave regulations shall accompany the travel voucher. The traveler shall refund the per diem allowance if he received no hospitalization under any statute and shall receive reimbursement under such statute for hospital expenses paid with personal resources.

VIII. ALLOWABLE / UNALLOWABLE MISCELLANEOUS EXPENSES

A. Allowable Miscellaneous Expenses

Reasonable travel related miscellaneous expenses include such items as:

1. Hotel Taxes
2. Business office expenses (copy services, postage, etc.);
3. Official taxicab fares and tips;
4. Excess baggage and the checking in, handling, and storing of such baggage;
5. Telecommunication costs;
6. Hire of automobiles and conveyance vehicles;
7. Actual cost of ferry fares, bridge, road, tunnel tolls, parking fees;
8. Other miscellaneous expenses that can be substantiated and supported by receipts and justification as it relates to official business.

B. Unallowable Miscellaneous Expenses

1. Entertainment costs including amusement, diversion, and social activities;

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2. Fees for the use of fitness facilities;
3. Expenses related to vacation or personal days;
4. Loss or theft of personal funds or property;
5. Parking tickets or traffic violations;
6. Recreational expenses;
7. Spouse's or dependent's transportation, lodging, and meal expenses
8. Alcohol, cigarette, tobacco;
9. Other expenses that are not directly related to official business.

C. Subsistence in Lieu of Per Diem

A traveler may request reimbursement of expenditures in lieu of per diem. Whenever this option is elected, the traveler shall provide receipts of all expenditures. The amount of subsistence allowance requested shall not be greater than one and one-half times his lodging including all taxes and levies.

For example: a room costing \$80.00 per night would establish a reasonable subsistence allowance rate of \$120.00 which is \$80.00 for lodging and \$40.00 for all other subsistence expenses including meals per day.

A combination of per diem and reimbursed expense is not acceptable. Employees should make their election early to be assured of obtaining all necessary receipts if the per diem method is not used.

At the time of issuing any cash advance or issue of approved TA, the Port will provide the traveler with copies of the travel regulations, expense report form and travel voucher which are due within 10 days following the return of official travel.

D. Reimbursed Method

The Reimbursed Method will be applicable to travelers who chose the Subsistence Allowance in Lieu of Per Diem. Receipts must be obtained for all important costs incurred which are: hotel, meals, car rental and airline tickets.

As a wise procedure, receipts should be obtained for most expenses. As a practical matter, meals including tips can be charged to the hotel room which helps in record keeping of both large and smaller expenses incurred in the hotel. Receipts for incidental taxi and tips are not required when taxi drivers and airport limousine drivers are prepared to issue receipts.

Attaching paid receipts to the submitted travel voucher is a good practice that identifies the nature and amount of actual expenses, but does not, on its own result in a proper Port expense.

E. Itinerary Method

The Itinerary Method is basically a per diem method of payment. No detail

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expense report needs to be filed for per diem-type (itinerary) expenses but paid travel tickets and car rental receipts evidencing the authorized travel.

When two or more travelers are on the same official business mission, each should incur, pay for, and report his own expense, and neither should pay for any part of the other traveler's expenses (meals, hotel, etc.) even though it is charged to a hotel bill or credit card.

IX. TRAVEL REPORT

A. Travel Expense Report

Within 10 days following the return from official travel, the traveler may submit an itemized statement of account supported by receipts, an affidavit, or both, of actual expenses incurred for lodging, meals and travel expenses actually incurred on official business during the period of official travel. If the advances of the per diem allowance and travel expense allowance are less than the traveler's actual authorized expenses, then he shall be reimbursed for the amount his actual expenses exceeded the advanced allowances.

A traveler must sign his expense report and submit copies to the Finance Division for review and Human Resources for filing.

If a traveler does not submit a statement of account, then he shall not be paid any money in excess of the advance per diem allowance and travel expense allowance. If he received excessive advance allowance, he shall reimburse the Port the excessive amount at the time a travel expense report is submitted.

The Governor and Lt. Governor may be reimbursed for expenses incurred in hosting appropriate individuals while conducting official business for the Port. When seeking reimbursement, submission of an itemized statement of account of actual expenses incurred and a brief statement for the purpose of the meeting is required.

B. Travel Report

In addition to the reporting of travel expenses, the traveler is also required to submit a written statement concerning the training, conference, or meeting attended. Such report should include the major highlights and how some of those areas can be applied or useful to the Port. A copy of the report should be submitted to Finance and Human Resources Division for filing purposes with the Travel Authorization.

C. Failure to File Travel Reports

Reminder notices in the form of invoices will be given to each traveler at the end of each month for any unfiled or unsettled reports. Invoices will represent the traveler's open TA that remains outstanding. The TA identifies

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cash advances, tickets, fees, or other cash equivalents issued by the Port on behalf of the traveler. It shall be the responsibility of the Finance Division to issue such invoices to the traveler.

D. Audit

Approval and filing is a procedural step. The report is still subject to audit review and possible disallowance for personal items or reasonable expenses by the General Manager or his designee.

E. Settlement

Should the traveler incur expenses greater than the amount advanced by the Port, the Port will pay the traveler the short-fall. If the traveler opted for the Reimbursed Method and if the advances exceed the expenses, the traveler should reimburse the Port the excess funds.

X. INDIRECT TRAVEL AND DEPENDENTS

Indirect travel and travel for dependents when accompanying travelers on official business other than travel provided under Section V.B may be authorized, provided that such travel is not any additional expense to the Port.

XI. MILEAGE ALLOWANCE

Travelers authorized to travel at government expense shall, in accordance with the PAG Rules and Regulations and whenever such mode of transportation is authorized or approved as more advantageous to the Port, be paid in lieu of transportation a maximum personal vehicle allowance rate equal to the mileage reimbursement rate provided by the Federal government, contained in the Federal Travel Regulations, to its employees for the use of personal vehicles when engaged on official business.

XII. EMPLOYEE RESPONSIBILITIES

- A. Employees should use discretion when expending Port funds and ensure that expenditures are necessary and appropriate for meeting business needs;
- B. Employees are expected to be familiar with, and follow, the policies and procedures specified in the PAG Rules and Regulations and ensure that all travel requirements are met prior to and immediately after the completion of travel for official business;
- C. Employees are required to provide receipts for all expenses except in the case when the Itinerary Method (Per Diem Method) is opted;
- D. Submit all travel expenses within the timeframes specified in Section IX.A.