

**ADMINISTRATIVE RULE 7  
TRAVEL POLICY**

**EFFECTIVE DATE: January 19, 2006**

**SCOPE:**

This Administrative Rule shall apply to all officers, managers, employees, or agents of the Authority and Members of the Governing Board.

**AUTHORITY:**

Authority for the establishment of this Administrative Rule is as follows:

Part II, Chapter 343, Florida Statutes

**RULE 7: Travel Policy**

Section 7.1. Definitions. In addition to those terms defined in Rule 1 of these Administrative Rules, the following terms shall have the following meanings for the purposes of this Rule:

7.1.1 “Authorized Traveler(s)” means (a) Members of the Governing Board, (b) Authority officers and employees, and (c) all other individuals traveling at the expense of the Authority, including agents and consultants.

7.1.2 “Business Client” means any person, other than an Authority member, employee, consultant, or other traveler, who receives the services of or is subject to solicitation by the Authority in connection with the performance of its lawful duties.

7.1.3 “Business Entertainment Expense(s)” means the actual and reasonable costs of providing hospitality for business clients or guests, which costs are defined and prescribed as hereinafter set forth.

7.1.4 “Common Carrier” means train, bus, commercial airline operating scheduled (as opposed to charter) flights, or rental cars of an established rental car firm.

7.1.5 “Complimentary Upgrade” means any seat assignment arranged in advance by specific request of the Authorized Traveler or by an airline employee that provides the Authorized Traveler with a class of travel in excess of the airfare paid.

7.1.6 “Daily Travel” means all travel, including conferences and seminars, within the service area of the Authority that does not require an overnight stay.

7.1.7 “Denied Boarding Customer” means those Authorized Travelers that have been denied boarding a flight by an airline because of overbooking, mechanical problems or other flight delays.

7.1.8 “Domestic Travel” means travel within the forty-eight (48) continental United States.

7.1.9 “Emergency Notice” means notification given to a Traveler less than twenty-four (24) hours prior to the start of a travel period.

7.1.10 “Most Economical Method of Travel” means the mode of travel (Authority-owned vehicle, privately owned vehicle, Common Carrier, etc.) and schedule of transportation, taking into consideration the following:

- i. the purpose and nature of the travel;
- ii. the most efficient and economical means of travel (considering the time length of the trip, number of connections, time of day, cost of transportation and Per Diem or subsistence required, early booking of airline reservations to take advantage of discounted fares); and
- iii. the number of persons making the trip and the amount of equipment or material to be transported.

7.1.11 “Official Guest” means a person, other than an Authority Member, officer or employee, or other Authorized Traveler, authorized to receive the hospitality of the Authority pursuant to this Rule.

7.1.12 “Per Diem” means amounts authorized to be paid for travel expenses on a daily basis, based on Per Diem tables published by applicable federal, state or local governments or otherwise contained herein.

7.1.13 “Standby Seat” means a seat assigned by the airline to an Authorized Traveler when traveling in a standby mode.

7.1.14 “Travel Day” means a period of twenty-four (24) hours consisting of four (4) quarters of six (6) hours each beginning at midnight.

7.1.15 “Travel Expenses” means the actual and reasonable costs of transportation, meals, lodging, and incidental expenses normally incurred by a Traveler, which costs are defined and prescribed as hereinafter set forth.

7.1.16 “Travel Expense Report” means the report to be filed pursuant to Section 7.6.1 hereof, in the form to be established by the Finance Division of the Authority.

7.1.17 “Travel Period” means the period of time between the time of departure and time of return.

7.1.18 “Travel Request Form” means the form to be filed pursuant to Section 7.3.1 hereof, in the form to be established by the Finance division of the Authority.

Section 7.2 General Standards for Travel. All travel at the expense of the Authority shall be approved in advance by the Chief Executive Officer and be conducted by Authorized Travelers on official Authority business when such travel directly benefits the Authority, in accordance with the requirements of this Rule and the Travel Policy set forth by the Government Services Administration. The Authority budget shall include cumulative travel budget for contemplated travel expenses by Authorized Travelers. The requirements of this Rule apply to all local, state, national and foreign travel at the Authority’s expense, regardless of the purpose, nature or circumstances of such travel. This Rule provides for the authorization of travel in the business discretion of the Authority, and does not create or confer any right to reimbursement, compensation or authorization on the part of Members, officers, employees, agents, consultants, contractors, vendors or representatives. The Authority reserves for itself the sole and absolute discretion to determine when travel should be treated as authorized travel pursuant to this Rule, and may, for example, determine that incidental local travel or travel that, in the Authority’s view, was not beneficial to the Authority or that constituted an abuse of the Authority’s travel policies, is not eligible for such treatment.

7.2.1 Expenses. Authorized Travelers are expected to exercise the same care in incurring travel expenses that any prudent person exercises when traveling on personal business. It is the responsibility of each Authorized Traveler to comply with this Rule and to be knowledgeable of the nature and extent of reimbursable expenses. If an Authorized Traveler or Business Client deviates from this Rule, the circumstances of the deviation and the reasons therefore are to be documented and reviewed for approval by the Governing Board and/or the Chief Executive Officer. The Authority may refuse to reimburse expenses incurred by an Authorized Traveler, and may require an Authorized Traveler to reimburse the Authority for expenses paid by the Authority, to the extent such expenses were incurred by the Authorized Traveler in violation of this Rule, Florida Statutes or other rule or regulation that the Authority may be subject.

7.2.2 Conduct. During all authorized travel, Authorized Travelers shall conduct themselves as representatives of the Authority in a manner that reflects positively on the Authority and maintains the highest possible degree of public trust. Authorized Travelers shall make the most efficient and appropriate use of their time to assure the Authority

receives the maximum benefit from their travel, and shall limit personal, recreational and other non-business activity to non-business hours. Authorized Travelers who are accompanied by family or friends during authorized travel shall assure that (1) the Authority incurs no expense whatsoever as a result, and (2) such travel with such family or friends does not in any way infringe upon or reduce the benefit the Authority would otherwise receive as a result of such travel.

Section 7.3 Authorization of Travel. All travel at the expenses of the Authority must be authorized in accordance with this Section.

7.3.1 Travel Authorization. All requests for travel must be submitted on a Travel Request Form, specifying or including (1) the dates of travel, (2) a total budget amount, (3) a statement of purpose for the travel that describes the benefits to the Authority, (4) for conferences, meetings or events, a copy of any printed program or agenda, or, if none is available, a statement to that effect, (5) any statements or information required pursuant to applicable law, and (6) all other pertinent information required to complete the Travel Request Form and process the request. The Travel Request Form must be signed by the Authorized Traveler and approved by an Authorized Person (as hereinafter defined) in advance of the proposed travel. The Authorized Person must ensure that funding is available to pay the Travel Expenses in the appropriate line item budget.

7.3.2 Authorized Persons. The following individuals shall have the following approval authority, and are designated Authorized Persons, for the following types of travel requests:

<u>Type of Travel</u>	<u>Approval Authority</u>
Daily Travel (except consultants) (in service area only)	Department Directors
Daily Travel (outside service area) (except consultants) (national)	Chief Executive Officer
Multi-day Travel and Travel Outside Service Area (all local, state, national)	Chief Executive Officer
Consultants (all local, state, national)	Per Contract, Chief Executive Officer

Department directors are authorized to delegate approval authority to a named designee, provided that each department director is ultimately responsible for the appropriateness and accuracy of all travel within his or her respective department. The Chief Executive Officer shall approve all travel by department directors. Each Authorized Person approving a travel request shall have the responsibility to review the travel request and ensure its compliance with this Rule prior to approving it. With respect to any request for travel to a conference, convention, expo or other event that multiple Authorized Travelers will attend, the Authorized Person approving such request is responsible for notifying the Chief Executive Officer of such request. The Chief Executive Officer shall assure that the number of Authorized Travelers attending any such event is limited to the minimum number necessary for the Authority to reasonably benefit from such event in the most economically efficient manner.

7.3.3 Agents and Consultants. The Chief Executive Officer may approve travel on behalf of the Authority by persons who are serving as consultants or agents. Travel expense provisions may be made within the consulting agreement and approved as part of the agreement, subject to the maximum limits for reimbursement provided for in this Rule. If no such provisions are included within the consulting agreement, complete justification for such travel in accordance with Section 7.3.1 hereof must be submitted prior to approval.

7.3.4 Travel and/or Entertainment of Business Clients or Official Guests. Actual and reasonable travel and Business Entertainment Expenses incurred by Authority Members, officers or employees, in accordance with Section 7.5.2 hereof, on behalf of a Business Client or authorized Official Guest shall be paid directly to third party vendors when practical. The Chief Executive Officer may authorize consultants to incur similar expenses. When payment to a third party is not practicable, reimbursement will be to the person incurring the expense (including Business Client or Official Guest), provided receipts authorizing disbursement of Authority funds pursuant to this Rule are obtained. Receipts must be machine-validated cash register or credit card receipts. Stubs from checks are not acceptable. The Chief Executive Officer may waive (under special circumstances) any requirement for the disclosure of names of Business Clients or Official Guests. In this event, the payment voucher shall contain a statement noting the special circumstances justifying the waiver.

7.3.5 Travel for Employment Interviews. Travel and transportation expenses of the Authority's employment applicants will be reimbursed in accordance with this Rule. All travel arrangements and lodging will be made by the respective departmental designee in accordance with Section 7.3.6.

7.3.6 Travel Planning. Each department shall designate an individual to be responsible for arranging travel plans, in accordance with this Rule ("Departmental Designee").

7.3.7 Most Economical Method. Authorized Travelers are required to use the Most Economical Method of Travel. A Departmental Designee may reserve refundable or nonrefundable airfares as deemed appropriate under the circumstances. If an Authorized Traveler departs early or returns late to take advantage of reduced airfares, lodging and meals will be reimbursed in accordance with this Rule, provided that a net savings to the Authority is realized and such savings are documented in advance in the Travel Request Form.

7.3.8 Physically Disabled, Sick or Injured Travelers. Any Authorized Traveler who becomes sick or injured, to the extent they can no longer perform the Authority's business, may be eligible to continue receiving meal allowances and reimbursement for other reasonable expenses during his or her incapacitation. This eligibility may extend until such time as the Authorized Traveler is able to continue to perform the Authority's business or return to the Authority's offices whichever is earlier. In order to qualify, the Authorized Traveler must notify the Authorized Person as soon as possible, but not later than twenty-four (24) hours after incurring the illness or injury, and receive authorization for continued reimbursement. Notwithstanding any provision contained herein to the contrary, the Authority may reimburse or pay travel expenses incurred by the physically disabled Authorized Traveler, which are in excess of the travel expenses ordinarily authorized, provided such excess travel expenses are reasonable and necessary under the circumstances for the safe travel of the physically disabled individual. Any and all reasonable and necessary expenses being claimed by the Authorized Traveler must be accompanied by sufficient documentation to justify the expenses.

7.3.9 Emergency Travel. The Chief Executive Officer may authorize travel for any Member, officer or employee pursuant to emergency notice. Travel Request Forms and Travel Expense Reports shall be submitted upon completion of travel in accordance with Section 7.6.1.

Section 7.4 Rates of Payment. Authorized Travelers may not incur Travel Expenses in excess of the rate limitations set forth in this Section, except as expressly authorized in this Rule.

7.4.1 Lodging. An Authorized Traveler may be reimbursed for the actual cost of a single occupancy hotel room for travel that requires overnight absence from the Authority's offices. The Departmental Designee will consider, in the following order of importance, the traveler's safety, the convenience of the hotel location for the Authorized Traveler's business, and the rate guidelines as outlined below, when making hotel reservations. A receipt must substantiate lodging expenses.

- i. Domestic Lodging Rates. Reimbursement or payment for domestic lodging is limited to the group rate, if available. If a group rate is not available, lodging expenses are limited to reasonable amounts for the area traveled. Primary

responsibility for the reasonableness of amounts charged rests with the Authorized Person approving the travel.

- ii. Tax Exemption. When reserving lodging within the State of Florida, an Authority credit card payment or an advance check shall be made payable to the lodging facility being used, to ensure exemption from sales tax. The Departmental Designee shall make the necessary arrangements with the lodging facility and the Authority's finance division. The Authorized Traveler and the Departmental Designee shall, whenever practical, take advantage of any legally available sales tax exemption for out-of-state lodging expenses.
- iii. Non-reimbursable Expenses. Additional amounts charged to the room, including but not limited to movies or alcoholic beverages, will not be reimbursed. Snacks and non-alcoholic beverages from mini bars may be reimbursed if included in the Per Diem reimbursement.

7.4.2 Meals. A Per Diem meal allowance shall be afforded to Authorized Travelers. For the purposes of determining meal allowances, the Travel Day shall begin two hours before departure on domestic flights. Travel involving ground transportation shall commence at the point and time of departure. Meal allowances shall be subject to the limitations set forth in the Travel Policy set forth by the Government Services Administration applicable to reimbursement of travel expenses, as amended from time to time.

- i. Allocation of Per-Meal Reimbursement. Per-meal (or non-Per-Diem) Reimbursements will be made for (1) breakfast if departure is before 6:00 a.m. and return is after 8:00 a.m., (2) lunch if departure is before 12 noon and return is after 2:00 p.m. and (3) dinner if departure is before 6:00 p.m. and return is after 8:00 p.m.
- ii. Expenditure Amounts. Any meal expenditure incurred by an Authorized Traveler while with a Business Client or authorized Official Guest shall be separately reimbursed in accordance with Section 7.3.4. When a meal expense is reimbursed as an Business Entertainment Expense, the allocable portion of the daily meal allowance for that meal will not be reimbursed. Limitations on expenditures set forth above are applicable to Authorized Travelers when not accompanied by a Business Client or

authorized Official Guest. When accompanied by a Business Client or Official Guest, expenditures shall be made in accordance with Section 7.3.4 and Section 7.5.2 of this policy.

- iii. Complimentary Meals. If a complimentary meal is provided or is included in a registration fee paid by the Authority, it shall be the Authorized Traveler's option to accept or decline these meals. Continental breakfasts and snacks do not constitute complimentary meals.

7.4.3 Transportation. All travel should be by the usually traveled direct route or method. If an Authorized Traveler travels by an indirect route or any other method for his or her own convenience, any extra costs shall be borne by the Authorized Traveler and reimbursement or payment of expenses shall be based only on such charges as would have been incurred by use of the usually traveled route or method. The Departmental Designee shall recommend the Most Economical Method of Travel and the usually traveled direct route for any trip.

- A. Commercial Air Travel. Commercial air travel shall be by the most economical class and documented as such by the Departmental Designee on the trip itinerary. First class rates may be authorized by the Chief Executive Officer (1) if a statement from the Common Carrier is included with the travel request stating that tourist, coach, or economy class is not available for the date and time the travel is requested, or (2) for medical reasons, if substantiated in writing by a physician.
  - i. Unused Ticket. All unused portions of airline tickets for which the fare is paid or reimbursed by the Authority shall be forwarded to the departmental designee by the Authorized Traveler. A statement must be attached explaining why the portion of the ticket was not used.
  - ii. Receipts. All travel expense reports with airfare must be accompanied by the ticket receipt.
  - iii. Personal Travel. Personal side trips combined with business trips are allowed, provided that the side trips do not in any way infringe upon or reduce the benefit the Authority would otherwise receive as a result of such travel. Side trips must be taken on the Authorized Traveler's own time and at no expense to the Authority. Any additional expense over the ticketed cost, as determined by this policy for the business portion of the



trip, is the responsibility of the Authorized Traveler. Personal airfare must be reimbursed to the Authority in advance of the travel, if known. An Authorized Traveler who alters travel plans for personal reasons must pay any additional cost of transportation directly to the commercial carrier at the time of purchase, and will not charge such additional cost to the Authority nor request reimbursement of such additional cost.

7.4.4 Car Rentals. Use of a rental car must be requested and justified on the Travel Request Form and deemed by the Authorized Person approving the request to be more economical, efficient or appropriate than alternative forms of ground transportation. Rental cars must be approved in advance by the Authorized Person approving the travel request.

- i. State Contract. Whenever available, approved vehicles shall be rented in accordance with the intermediate size vehicle listed on the annual contract for rental cars competitively bid by the State of Florida, if applicable. An explanation for use of rental cars obtained from a source other than the State contract vendor must be justified in writing in advance. Use of a rental vehicle larger than an intermediate size, which is required to transport Business Clients or materials, must be included in the Travel Request Form and approved by the Authorized Person in advance.
- ii. Insurance. Collision damage waiver insurance costs will not be reimbursed. The Authority's insurance carrier or self insurance program provides coverage for Authorized Travelers who use a rental car. Rental cars used for personal time are not covered on the Authority's insurance plan or self insurance program.

7.4.5 Privately-Owned Vehicles. Authorized Persons may approve the use of a privately-owned vehicle for travel in lieu of Authority-owned or rented vehicles or common carriers where such use is (1) for travel only within the State of Florida, (2) such use is the most economically efficient method of travel, and (3) such use does not constitute an abuse of the Authority's travel policy by reason of excessive side trips or personal benefit to the Authorized Traveler.

- i. An Authorized Traveler who receives approval to use a privately-owned vehicle shall be entitled to a mileage allowance at the rate set forth by the Travel Policy set forth

by the Government Services Administration or the air carrier fare for such travel plus applicable costs for ground transportation, whichever is less. All travel which is subject to a mileage allowance shall be shown from point of origin or the Authority's offices, whichever results in the least mileage, to point of destination and return, and whenever possible shall be computed on the basis of the current map of the Department of Transportation. Actual vicinity mileage necessary for the conduct of Authority business is allowable but must be shown as a separate item on the Travel Expense Report.

- ii. No reimbursement other than a mileage allowance shall be allowed for expenditures related to the operation, maintenance or ownership of a privately-owned vehicle, except as provided above. The Authority shall not enter into an agreement in which a depreciation allowance is used in computing the amount paid to an individual for the use of a privately-owned vehicle on Authority business.
- iii. The Chief Executive Officer may grant reasonable monthly allowances in fixed amounts for use of privately-owned vehicles on Authority business instead of the mileage allowances provided for herein. Such allowances shall be established by taking into account the customary use of the vehicle, the roads customarily traveled and whether any of the expenses incidental to the operation, maintenance or ownership of the vehicle are paid from public funds. Such allowances may be changed at any time, and shall be made on the basis of a statement signed by the Authorized Traveler and filed before the allowance is granted or changed, and at least annually thereafter.

7.4.6 Chartered Transportation. The Chief Executive Officer may authorize, in advance, travel by chartered vehicle or carrier when necessary or where it is to the Authority's advantage, provided the cost of such transportation does not exceed the cost of transportation by privately-owned vehicles or common carrier.

7.4.7 Gratuitous Transportation. No Authorized Traveler shall be allowed either mileage or transportation expense when gratuitously transported by another, or when transported by another Authorized Traveler who is entitled to mileage or transportation expense.

Section 7.5 Expenses and Advances.

7.5.1 Incidental Expenses. Receipts are required, when available, for the following incidental travel expenses:

- i. Convention and conference registration fees; additionally, an Authorized Traveler may be reimbursed for the actual and reasonable fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the Authority's participation at the conference or convention, including, but not limited to, banquets and other meal functions. It shall be the Authorized Traveler's responsibility to substantiate that such charges are proper and necessary.
- ii. Reasonable tips and gratuities, not to exceed 20% of the underlying expense; gratuities for meal allowances shall not be separately reimbursed, unless approved as noted in Section 7.4.2.
- iii. Actual and necessary fees charged to purchase traveler's cheques for authorized travel expenses.
- iv. Actual cost of maps necessary for conducting official Authority business.
- v. Taxi, train, or shuttle bus fare.
- vi. Storage or parking fees.
- vii. Gasoline, when using a rental car.
- viii. Tolls.
- ix. Communication expenses incurred in the conduct of Authority business; any request for payment of or claiming reimbursement for communication expenses charged to a hotel bill or credit card must state the points and parties contacted and the reason for such communications. Authority Members appointed from the private sector shall be reimbursed for reasonable communication expenses related to their individual business while traveling on behalf of the Authority if so documented. Authorized Travelers will not be reimbursed for personal phone calls if deemed unreasonable by the Authorized Person.

- x. Laundry and Pressing; when authorized travel extends beyond four (4) days, the Authorized Traveler may be reimbursed for laundry, dry cleaning, and pressing costs when substantiated by receipts.
- xi. In countries where a language barrier may exist, reimbursement for expenses such as taxi fare, currency exchange fees, or tolls may be made without receipts provided that a statement is attached to the Travel Expense Report detailing non-receipted expenses.

7.5.2 Business Entertainment Expenses. Business Entertainment Expenses are allowable for promotional items and services required to provide hospitality for Business Clients and authorized Official Guests as set forth below. Only Members and officers (Chief Executive Officer, executive officers, department directors and officers holding positions at similar levels of managerial authority) are authorized to incur such expenses.

- i. Tangible Items. Hospitality in the form of tangible items, such as tie tacks, medallions, paperweights, and other non-consumable items shall be distributed by the appropriate department. Non-consumable items shall be requisitioned through normal purchasing procedures.
- ii. Recreational Activities. Hospitality in the form of recreational activities may be provided and shall be requisitioned through normal purchasing procedures when possible.
- iii. Entertainment. Actual and reasonable Business Entertainment Expenses of Authority Members, officers and employees are allowable only when in the presence of or when physically accompanying a Business Client or authorized Official Guest.

7.5.3 Travel Advances. Authorized Travelers (except those possessing Authority authorized credit cards), who have been authorized to travel may draw an advance of not less than \$25 nor more than the amount of estimated expenses for travel, less amounts prepaid by the Authority, by completing and submitting a Travel Request Form no less than five (5), nor more than twenty (20) working days before said travel. The amount of advance is subject to approval by the Authorized Person.

- i. If two (2) or more Travel Expense Reports are outstanding, no additional travel advances will be issued.
- ii. For any advance that is outstanding for more than thirty (30) days, and is directly attributable to the Traveler's failure to properly file a Travel Expense Report in a timely fashion, a payroll deduction will automatically be made.

7.5.4 Operational and Promotional Advances. Operational items are those items necessary for the continued smooth operation of the Authority such as deposits necessary to hold rooms for functions, etc. Promotional items are those items, which may be used during the marketing and promotional activities associated with Authority business such as mugs, gifts, etc. Advances of this nature shall be made to an Authority Member, officer or employee only if the item cannot be requisitioned through normal purchasing procedures because of time constraints or other legitimate operational reasons. The request and justification must be made in writing and approved by an Authorized Person.

7.5.5 Receipts. While receipts in the prescribed form are required for most payments or reimbursements pursuant to this policy, it is recognized that unexpected circumstances may arise such as language barriers, loss of receipts, or unavailability of receipts, which require an alternative procedure for documentation of reimbursable expenses. In those isolated situations where receipts are not available, a statement must be prepared by the Authorized Traveler and included in the Travel Expense Report. Such certification may then be presented instead of the unavailable or lost receipt.

Section 7.6 Reporting. Each Authorized Traveler must submit a completed Travel Expense Report to the finance department, with a copy submitted to the authorized person who approved the travel, with required documentation no later than ten (10) working days after the Travel Period has ended, and providing specific public purpose of the travel.

7.6.1 Reporting Requirements. The following shall be included in completed Travel Expense Report:

- i. Trip Benefits. A statement indicating significant benefits realized by the Authorized Traveler and the Authority as a result of the trip for all travel other than local travel.
- ii. Program Agenda. For conferences, conventions and other events, the program agenda shall be attached to the Travel Expense Report, or, if not available upon completion of travel, a statement regarding the purposes of the event and subjects covered at the event shall be provided.

- iii. Significant Deviations from Estimated Expenses. Significant deviation from estimated expenses (i.e., more than the lesser of 20% or \$250) shall be explained and be subject to approval by the Authorized Person who approved the travel.
- iv. Statutory Requirements. Any information or statements required pursuant to applicable law.

7.6.2 Review of Completed Reports. Completed Travel Expense Reports will be reviewed for compliance with this Rule by the Finance division.

7.6.3 Funds Due Authority. Any funds advanced in excess of the travel expenses incurred and allowed should be reimbursed to the Authority's Finance division and a cash receipt form obtained no later than twenty (20) working days after the Travel Period has ended. A copy of the cash receipt must be attached to the Travel Expense Report.

7.6.4 Funds Due Traveler. A Travel Expense Report showing an amount due to or on behalf of an Authorized Traveler will be processed for payment in accordance with standard payment procedures. Payment of undisputed items will be processed for payment within two (2) payment cycles.

7.6.5 Canceled Trips. Canceled travel requests shall be documented as such and routed through the Departmental Designee. The Authorized Traveler shall be responsible for requesting refunds for any registration fees, etc., which were expended prior to the required cancellation.

Section 7.7 Authority Credit Card Holders. Authorized Travelers who are also authorized holders of Authority credit cards shall not receive cash advances for lodging except in the case of extenuating circumstances. Payment of travel expenses through the use of such credits cards shall be in accordance with the practices and procedures established by the procurement department of the Authority in addition to the requirements of this Rule.