

RESOLUTION 23-13

AUTHORIZING THE ADOPTION OF THE VIRGINIA PORT AUTHORITY TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY AND PROCEDURES

WHEREAS, the Virginia Port Authority (the “Authority”), a body corporate and a political subdivision of the Commonwealth of Virginia, has been established pursuant to Chapter 10, Title 62.1 of the Code of Virginia of 1950, as amended (the “Act”); and

WHEREAS, the Board of Commissioners has been presented at its meeting the proposed Travel and Entertainment Reimbursement Policy and Procedures with an effective date of July 15, 2023, for consideration and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE VIRGINIA PORT AUTHORITY, as follows:

Section 1. Approval of the Travel and Entertainment Reimbursement Policy and Procedures. The Travel and Entertainment Reimbursement Policy and Procedures with an effective date of July 15, 2023 (the “Travel Policy”) presented to the Board is hereby approved in the form presented at this meeting. The Executive Director is further authorized to approve omissions and insertions to the Policy as may be necessary from time to time to accommodate changes in the Virginia Code and any non-material changes reasonably required by modifications to organizational policy or structure. Any such changes shall be reported to the Board of Commissioners at their next regularly scheduled meeting and be subject to veto by simple majority.

Section 2. Supersede and Replace. This Travel Policy supersedes and replaces the previously approved January 1, 2009 Virginia Port Authority Travel Policies and Procedures.

Section 3. Ratification; Further Action. The actions previously taken by the officers and staff of the Authority in furtherance of this Resolution are hereby ratified and confirmed. The officers and staff of the Authority, any of whom may act, are hereby authorized to take such actions, and deliver such additional documents, sub-agreements, certificates and training, as they may, in their discretion, deem necessary or proper in connection with the adoption of this Resolution.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 11th day of July, 2023.

Aubrey L. Layne
Board Chair

Attest:

Jodie L. Asbell, Assistant Secretary