

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MEMORANDUM

DATE: December 1, 2015

TO: CFX Board Members

FROM: Laura Kelley, Executive Director

COPIES: Darleen Mazzillo, Executive Assistant

SUBJECT: Policy Regarding Entertainment Expenses



Board approval is requested to eliminate the attached policy regarding entertainment expenses adopted by the OOCEA Board on May 23, 2003. Entertainment expenses are not required or necessary for the CFX Executive Director or Board members.




ORLANDO - ORANGE COUNTY

525 SOUTH MAGNOLIA AVENUE, ORLANDO, FLORIDA 32801-4414
TELEPHONE (407) 316-3800 • FAX (407) 316-3801 • WWW.OOCEA.COM

MEMORANDUM

TO: Members of the Board
Orlando-Orange County Expressway Authority

FROM: Harold W. Worrall 
Executive Director

DATE: May 23, 2003

RE: Approval of Policy Regarding Entertainment Expenses

There are certain circumstances when the Executive Director and/or the Chairman of the Board are required, by virtue of their position, to conduct business with elected or appointed officials where it is most practical to conduct that business during the meal hour. We request the Board approve a policy by which reimbursement could be granted for entertainment expenses incurred for such business meetings. The policy would be as follows:

When entertainment on behalf of the Authority, under certain circumstances and conditions, clearly meets a public purpose, these instances are subject to reimbursement. The Executive Director and/or Chairman shall be allowed to incur such expenses. Approval for such expenses shall be made by the Chairman, Vice-Chairman or Executive Director, but no person shall be permitted to approve their own reimbursement request. "Entertainment" means meals or similar expenses. These purchases should be reasonable and not include alcoholic beverages. Requests for reimbursement should be in writing and include the justification of the purpose and the attendees of the meeting.

It is recommended the Board approve the above Entertainment Expense policy

cc: Consent Agenda 5/03