

## EXHIBIT “B”

### Section 27 – Insurance

The CRA shall provide each full-time employee basic health, dental, long term disability and life insurance for the employee only. In addition, the CRA will pay twenty five percent (25%) of the cost of dependent health and dental insurance needed.

The CRA reserves the right to choose its insurance carrier and the program, which may change from time to time. A one-month waiting period is required from the date of application of insurance by the employee. The CRA does not provide coverage during the waiting period. It is the responsibility of the employee to make application for insurance. The CRA may provide additional insurance benefits to different classes of employees as the terms of their employment warrant.

Other Post-Employment Benefits may be available pursuant to section 112.0801, Florida Statutes. Any inquiries regarding this matter should be made to the CRA’s Executive Director or the CRA’s Finance and Operations Director.

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### Section 31 - Travel Advances and Expense Reconciliations

The purpose of this policy is to set forth policies and procedures for travel expense reimbursement incurred for local and non-local travel by the staff of the Delray Beach CRA.

- a. Local Travel – as defined by State Statute as Class C travel:
  - i. Class C travel shall be defined as travel that does not exceed twenty-four (24) hours
  - ii. Local travel shall include trips to meetings, seminars, errands done on behalf of the CRA, and other like job related travel.
  - iii.
  - iv. ~~related travel.~~ iii. Employees shall be reimbursed for use of a personal car for CRA business at the current published Internal Revenue Service mileage reimbursement rate in effect when the travel took place. All mileage shall be shown from point of origin to point of destination and shall be computed on the basis of a current map.
  - v. iv. In no event will an employee be reimbursed for meals while traveling locally.
  - vi. v. Request for reimbursement of tolls, parking and miscellaneous items relative to CRA business must have receipts showing actual fees incurred.

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b. Reasonable Expenses: Meals & Lodging

Employees traveling out of the local area as defined in Section – 31b on behalf of the CRA shall be eligible for travel and meal reimbursement as follows:

- i. Approved Actual Lodging
- ii. Meals reimbursement allowances, including tips, are reimbursed as determined by the US General Services Administration for Palm Beach County, and according to the following schedule  
Breakfast: Travel begins before 6 AM and extends beyond 8 AM - ~~\$6.00~~  
Lunch: Travel begins before noon and extends beyond 2 PM - ~~\$11.00~~  
Dinner: Travel begins before 6 PM and extends beyond 8 PM or when travel occurs during nighttime hours due to special assignment - ~~\$19.00~~
- iii. In no event will an employee be reimbursed for a meal that is included in the cost of an event. However, as “continental breakfasts” are sometimes inadequate in food choice or quantity, “continental breakfasts” included in event fees shall not be interpreted to mean that “breakfast” is provided and reimbursement for breakfast may be requested in such cases. Reimbursement would then be made for the amount of the receipt not to exceed the breakfast allowance.
- iv. No entertainment, alcoholic beverages, snacks, telephone calls charged to the hotel, or gratuities paid to service personnel including hotel and airport staff, will be reimbursed
- v. Tolls/Parking/Cabs: Employees shall be reimbursed for reasonable and necessary expenses incurred for parking and tolls while traveling on CRA business when an original receipt is provided.
- vi. Employees shall be reimbursed for reasonable and necessary cab fare when traveling on CRA business when an original receipt is provided.

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