

**RESTATEMENT OF PORT OF LEWISTON POLICY REGARDING
PORT PROMOTIONS AND/OR PROMOTIONAL HOSTING**

The policy of the Port of Lewiston regarding expenditures for the Port promotions and/or promotional hosting is as follows:

- 1) All expenditures for Port promotion and/or promotional hosting for industrial and economic development shall be approved as a separate budget item as part of the annual budget.
- 2) Authorized employees of the Port including the Port Manager and his/her designee, together with Port Commissioners, are authorized make such expenditures on the following conditions:
 - a) The person making such expenditures shall report the objective of such expenditure to the Port Commission for consideration.
 - b) Port Commissioners shall not seek reimbursement for any Port expenditures personally made unless specific authorization for such expenditure has been approved by the Port Commission in advance of such expenditure.
- 3) All reimbursement for Port promotions and/or Port hosing shall be upon Port voucher properly identified and approved by the Port Commission and audited in the same manner as all other Port vouchers.
- 4) Nothing herein contained shall limit the right of Port Commissioners and employees of the district to be reimbursed, upon order of the commission, for all reasonable sums expended in furtherance of business of the Port pursuant to Idaho Code Section 70-1404.