



HOSTING

Policy and Procedures

Los Angeles World Airports | March 2025

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Section 1 – LAWA Hosting Policy

The purpose of this Hosting Policy is to provide guidelines and parameters for Los Angeles World Airports (LAWA) in providing meals and/or refreshments in connection with official business activities. These activities may include, but are not limited to, the following situations:

- Meetings that contribute to furthering LAWA's business goals, opportunities, and development.
- Board of Airport Commissioners meetings.
- Employee recognition events.
- Employee development and team-building events that necessitate meals due to their duration.
- Extraordinary work circumstances that require meals due to the extended duration or nature of the work assignment.

Section 2 – Allowable Expenses

The following expenses may be considered **allowable** under this policy:

- Rental fees for event facilities.
- Supplies, services, and equipment necessary for the rental of event venues.
- Food and beverages are appropriate. The approval of Executive Management or manager-level designee is required for food-related expenses. Executive Management is defined as the Chief Executive Officer (CEO), an Assistant General Manager (AGM) or a Deputy Executive Director (DED).
- Gratuities, where reasonable and customary.
- Modest gifts where appropriate based on cultural norms, where authorized by an AGM or DED.
- Meals may be provided during working meetings between management and staff, when the meeting must be held during a normal mealtime.

- When selecting venues for meals or events, employees should choose moderately priced, quality establishments. Prudent judgment should be exercised to ensure that costs are reasonable and aligned with the nature of the business and type of participants.

Section 3 – Unallowable Expenses

The following expenses are **not allowed** under this policy:

- Alcohol, except in the case of meetings where approved by the CEO or an AGM.

Section 4 – Exceptions and Extenuating Circumstances

Under certain circumstances, exceptions to the unallowable expenses may be made:

1. Approval Process for Exceptions

Exceptions may be granted by the CEO or their designee, the Chief Airport Administration Officer (CAAO), with justification provided for the expense. All exceptions must be documented with written approval and submitted to the Accounting Operations Division with receipts from the event. Reimbursements will not be processed until approval is obtained.

2. Emergency and Extenuating Circumstances

Exceptions may also be granted for purchases during emergency incidents or extended work hours, including:

- Unplanned responses to emergency incidents.
- Extended working hours due to urgent or critical work situations.
- Activation of the Department Operations Center.

3. Overtime and Lodging

In cases of extensive overtime, employees may require lodging and meal expenses. These costs must be pre-approved in writing by the CEO, CAAO, or Chief Financial Officer and should not exceed the limits of the current travel policy.

Section 5 – Approval Process

- **Anticipated Hosting Costs:** Hosting expenses should be included in the annual budgeting process whenever possible.

- **Unanticipated Hosting Costs:** For unanticipated hosting events that arise on an ad-hoc basis, prior approval must be obtained from the CEO, the CAAO, or relevant AGM.
- **Reimbursement Requests:** Reimbursement requests should be submitted to the Accounting Operations Division with the following documentation:
 - Evidence of attendance.
 - Purpose and/or justification for the meeting.
 - Date and location of the meeting.
 - Duration of the emergency incident (if applicable).
 - Original itemized receipt.
 - Written approval from the CEO, CAAO, or relevant AGM.

The CEO or designee shall certify that all expenditures were incurred in pursuit of City business. **Falsification** of such certification shall be grounds for appropriate disciplinary action and any other sanctions provided by law.

Section 6 – Payment Process

Expenses related to hosting and the provision of food/refreshments at authorized events will be paid by one of the following methods:

1. **LAWA Contract:** Authorized employees will make payments through LAWA contracts for event-related expenses.
2. **Personal Expense Reimbursement:** Employees may request reimbursement for personal expenses related to approved hosting activities.
3. **Petty Cash:** Small or immediate event expenses may be paid using petty cash, where applicable.

A list of employees authorized to sign for meals and related services on LAWA contracts will be maintained by the CAAO.

Where to Find the LAWA Hosting Policy and Procedures

The LAWA Hosting Policy and Procedures is posted on the LAWA Intranet by searching “LAWA Policies” under Accounting Operations Division > Hosting Policy.

For any questions or clarification, please contact Chief Airport Administration Officer Marla Bleavins at mbleavins@lawa.org or (424) 646-7262.

