

Chelsea Housing Authority

Travel Policy

Adopted 1/23/2013

The Chelsea Housing Authority's (CHA) Travel Policy provides for payment of transportation, lodging, meals and incidentals as described below. All travel covered by this policy must be approved by the Executive Director or his Designee. When traveling to an authorized conference, training session or meeting in excess of 100 miles each way, the traveler will be provided the most reasonable mode of transportation. In no case, however, will first class or business class air travel be allowed. Employees traveling less than 100 miles each way will be reimbursed for the use of their personal vehicle. Employees authorized to use their vehicles for official business will be reimbursed at the current IRS mileage rates plus parking fees and tolls. CHA employees traveling in excess of 100 miles each way will be allowed to select any mode of transportation they choose, provided that the cost of such transportation does not exceed the cost of a standard economy class airplane ticket.

Travel Expense Reports

Detailed Travel Expense Reports must be submitted to the employee's department director and forwarded to the Executive Director or his/her designee for approval. The travel voucher must be in the form approved by the Authority and certified by the employee. The approved travel voucher is contained in this policy as Attachment B.

Travel Log

An authority wide travel log will be kept by the Accounting Manager or their designee. This log will include the employees name, destination, purpose for the travel and associated cost reimbursement. The approved travel log is contained in this policy as attachment A.

Travel Allowance

Employees traveling with their personal vehicles will be reimbursed on a per mile basis as determined by current IRS mileage rates. Mileage must be similar in distance to that shown by Google Maps and/or other online mapping services.

Airline, Hotel and Rental Car Reservations

All reservations will be made by the department head or designee once the Request for Training/Travel has been approved by the Executive Director or designee

Air Travel

The Authority will reimburse only for employee air transportation from the local regional airports offering the most advantageous fare to the closest airport located in the destination city. Only economy or coach class tickets will be allowed. Tickets should be purchased as soon as possible to receive the lowest discount fare available.

Lodging

Hotels will be reimbursed for pre-approved out-of-town travel. An employee will be reimbursed for actual, reasonable cost of lodging. The traveler must submit receipts with the travel voucher to support the cost. The Authority will reimburse actual expenses for standard hotel or motel rooms, provided that a paid receipt accompanies the request for reimbursement. If traveling with family members, any surcharges or room upgrades will be the responsibility of the employee. If the employee wishes to choose a hotel site other than a pre designated one, the Authority will only reimburse him/her an amount equal to the cost of a standard room in the pre designated hotel or the alternatives offered by the sponsors.

Car Rentals

If transportation is required at the traveler's destination, the Authority will reimburse the cost up to a midsize class vehicle or larger dependent on the number of persons traveling. If the employee chooses to upgrade to a higher class vehicle on his own, the employee will be responsible for the difference in cost. The Authority will pay the cost of liability insurance Supplement (LIS) and Loss Damage Waiver (LOW) associated with the rental of the vehicle for business purposes only.

Meal Allowance

Meals will be reimbursed for pre-approved out-of-town travel via the payment of a per diem allowance as detailed below. An employee will be reimbursed for actual, reasonable cost of meals, up to the daily Meals and Incidental Expense Breakdown (M&IE) as established by the U.S. General Services Administration. Prior to travel, employees must check with the Finance Director or designee for the M&IE in the designated travel area. The rates are currently found at <http://www.gsa.gov/portal/content/101518>. If no rates are available the per diem shall be \$50.00. Alcohol expenses are not reimbursable.

Tips

Reasonable tip expenses may be included with the transportation and lodging vouchers for reimbursement.

Personal Phone Calls/Internet cost

Employees are allowed one personal phone call each day, provided that the call is for a reasonable length of time (not to exceed 15 minutes per day). At all times the employee will charge only those telephone expenses that are necessary to fulfill the mission of the assignment. If internet connection is needed to facilitate the work of the employee the cost will be reimbursed as part of the lodging cost.

Reimbursement

Employees are expected to use their personal credit cards to pay for transportation, lodging, and rental cars. Other cost such as Taxis, shuttles and parking that are paid in cash by the employee will also be reimbursed. The employee must provide receipts for these expenses. Employees will be reimbursed within ten (10) business days from receipt of their approved travel voucher. Expenses in excess of the guidelines must be approved in advance by the Executive Director

Travel Policy Attachment A - Travel Log

Travel Policy Attachment B - Travel Reimbursement Form

