

Chelsea Housing Authority

Travel Policy

Adopted November 20<sup>th</sup>, 2024

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 in advance by the Executive Director or his designee.

When traveling to an authorized conference, training session, or meeting more than 100 miles each way, the traveler will be provided the most reasonable mode of transportation, and lodging. In no case, however, will first class or business air travel be allowed. Employees traveling less than 100 miles each way will be reimbursed for the use of their personal vehicle or the cost of an UBER, Lyft, Taxi or other modes of public transportation. Employees authorized to use their personal vehicle for official business will be reimbursed at the current IRS mileage rates plus parking fees and tolls.

**Air Travel**

The CHA will book and pay for all air travel once the request for training/travel has been approved by the Executive Director or its designee.

The CHA will only pay for air transportation from the local regional airports offering the most advantageous air fare to the closest airport located in the destination city. Only economy or coach class tickets will be allowed.

**Lodging**

The CHA will book and pay for all hotel accommodations once the request for training/travel has been approved by the Executive Director or its designee.

If an employee wishes to stay at a more expensive hotel other than the pre-designated hotel or alternatives offered by the sponsors, the employee will be responsible to pay for the difference.

If you plan to stay longer for personal reasons, you will be responsible to pay for the additional stay.

You are responsible for any extra room-related expenses and/or charges.

The CHA will allow you to share a room with a partner, friend or family member as long as it doesn't result in any extra charges,

You are financially responsible for any damages caused by you, a family member or friend.

### **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/travel/plan-book/per-diem-rates>. If no rates are available, the per diem rate shall be \$50.00. Alcohol expenses are not reimbursable.

### **Ground Transportation**

When you arrive at your destination you can take an UBER, Lyft, Taxi, shuttle or any other mode of public transportation to move around the area for business purposes only. Always ask for receipts.

- From airport to your hotel and back.
- To and from every place you go for business purposes only.

### **Mileage**

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.

### **Reimbursement Form**

A detailed reimbursement form must be submitted to the employee's department director and forwarded to the executive director or his designee for approval. The reimbursement form must be approved by the authority and certified by the employee. The approved reimbursement form is contained in this policy as Attachment A.

### **Request for Reimbursement**

Employees will be reimbursed for any business-related expenses such as mileage, tips, parking, tolls, UBERs, Lyft, taxi's, shuttles and other modes of transportation. To be eligible for reimbursement of business-related expenses an employee must:

- 1) Complete a reimbursement form. The form be signed by their direct supervisor.
- 2) Must provide documentation of their expenses such as detailed receipts, google map printouts any other supporting documentation.
- 3) All reimbursement requests must be submitted within 60 days of the date the cost was incurred.

Employees will be reimbursed within ten (10) business days from receipt of their approved reimbursement form. Expenses more than the guidelines must be approved in advance by the Executive Director.

### **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 travel and associated cost reimbursement. The approved travel log is contained in this policy as attachment B.

Travel Policy Attachment A – Reimbursement Form

Travel Policy Attachment B – Travel log