

Travel Policy

Necessary Travel

Travel should be restricted to necessary activities only. Travel that is necessary and critical for Falmouth Housing Authority staff, commissioners, and tenants should provide a public benefit. This means the benefit of the information gathered, face-to-face contact, or skills developed is greater than the costs incurred during travel. Permissible travel is restricted to training, professional development, professional conferences, as well as specific work-related activities.

Authorization to Travel

Authorization to travel must be approved in advance by the Executive Director, unless unforeseen circumstances require unexpected but necessary travel – then approval should be requested as soon as possible. Commissioners, employees, and tenants of the Authority may undertake, and shall be reimbursed for, official travel. Expenses of travel to conventions, conferences, workshops, etc., shall be considered at the determination of the Executive Director only when such travel is essential to the conduct of the Authority's programs. The determination of the Executive Director shall be undertaken only after the Board of Commissioners has authorized travel expenditures within the Authority's operating budgets.

Travel Expenses

All actual expenses are subject to budgetary limitations and shall be recorded, supported by receipted bills, signed by the traveler, and approved by the Executive Director prior to reimbursement. Costs of taxi fares, tolls, and other travel related expenses incidental to the traveler's performance of official business shall be considered reimbursable items of expense. Entertainment and incidental food and beverage costs are not reimbursable.

Meals

When travel or attendance at a meeting, conference, workshop, or other official travel occurs at mealtimes, an employee will be eligible for direct payment by the Authority or reimbursement for the reasonable cost of meals. "Reasonable cost" must be within accordance of the U.S. General Services Administration per diem rates (www.gsa.gov/perdiem). Detailed receipts must be submitted to the Executive Director for reimbursement.

Lodging

An employee attending conferences, workshops, etc. that requires him/her to be absent from home for more than twenty-four (24) hours, will be paid for by the Authority in advance or reimbursed.

Mileage reimbursement

Employees who are required to drive their personal vehicles to other locations may request reimbursement of mileage expense by submitting a mileage expense report indicating the destination started and ended and the number of miles traveled. Said report will be reviewed and approved by the Executive Director and a check will be issued at the rate of 45 cents/mile).

Travel Stipend

The Executive Director may, upon approval by the Board of Commissioners, enter into a contract or agreement to receive a travel stipend in place of mileage reimbursement.

Required Documentation and Approval

All charges and reimbursements must be verifiable. Receipts must be clear, meals listed individually, and the date, time and location of the meal must be noted. Costs incurred for liquor will not be reimbursed.

Complying with Travel Policy

Employees who violate office travel policies will be held directly responsible for their actions. Consequences of disregarding the Authority's travel regulations may include revocation of travel privileges, reparation payments, suspension or termination. Improper documentation of valid travel expenditures may result in similar consequences. Misrepresenting expenses and intentionally submitting false claims is fraudulent and could result in criminal penalties.

Business associates, vendors, or family members accompanying an employee traveling for business purposes are not eligible for travel reimbursements costs. If an employee is required to lodge while traveling, reimbursement should cover only the employee's cost of lodging and shall not extend to any family members or other travel companions.

Adopted by the FHA Board of Commissioners: January 13, 2016