

TRAVEL / TRAINING POLICY

The Board of Commissioners establishes the following travel / training policy to be used in the conduct of Commission operations:

1. Commissioners, employees, or other authorized representatives of the Commission may perform official travel upon prior authorization by the Housing Commission. If the travel has implied budget authorization, prior Commission approval is not required. Attendance at conferences, conventions, meetings or training sessions shall be limited to the number of persons necessary to cover the meeting adequately and the duties of such persons shall be related to the agenda.

Any training or conference shall be directly related to the functioning of the Allen Park Housing Commission, Executive Director, staff and/or commission. Priority shall be given to classes/seminars for Public Housing/HUD or government agency certifications or continued or renewal of certifications.

Priority shall be also given to geographic locations. Closer conferences/seminars will be preferable and given more consideration when authorizing travel.

Lastly, priority shall be given first to the Executive Director, then staff and finally to the commissioners in this order.

All attendees shall attend and participate in the entire seminar/conference and shall furnish a report (oral or written) to the commission and shall make available all information, handouts, curriculums and materials provided at the conference/seminar.

2. All transportation costs for persons so authorized to travel shall be paid by the Housing Commission. Automobile, or airline if advantageous, shall be the standard means of transportation.
3. Dates for travel shall be authorized by the Housing Commission with their decision being based on the necessity to arrive prior to registration of a training and/or conference or leave thereafter.
4. All expenses incidental to official business such as taxi fares, telephone calls, telegrams, registration fees, and other similar items shall be considered as reimbursable expenses. Eligible costs shall not include bonuses or presents to Commission employees in any form, or expenses incurred for the provision of entertainment, meals (except as authorized below), or incidental food and beverages.
5. Per Diem Allowance: A per diem Meals and Incidental Expenses (M&IE) allowance is provided for overnight travel. The per diem allowance is limited to the M&IE rate published by the IRS. The current M&IE rates will be available through the Financial Services Department. Incidental expenses are defined by the IRS and include expenses for laundry, cleaning and pressing of clothing and fees and tips for services (e.g., tip to a baggage handler or waiter). Receipts are not required for the per diem allowance. M&IE expenditures in excess of the per diem allowance will not be paid.

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The per diem allowance will be prorated for any partial days at the beginning or end of the travel per the following tables:

Departure Time	Percent of Per Diem
Before 8:00 a.m.	100 %
Between 8:00 a.m. and 2:00 p.m.	75 %
After 2:00 p.m.	50 %

Return Time	Percent of Per Diem
After 2:00 p.m.	100 %
Between 10:00 a.m. and 2:00 p.m.	75 %
Before 10:00 a.m.	50 %

Documentation: Receipts are required for all other transactions in excess of \$25.00 claimed on the travel voucher as reimbursable items.

Lodging Charges and Meals: Sales or use taxes, applicable to lodging charges, are reimbursable in addition to the regular lodging allowance. Only the actual lodging expenses paid, plus tax, is allowable. Receipts for lodging expenses are required. Any change in hotel charges during continuous occupancy by an employee must be explained on the voucher. Reimbursement for hotel or motel room expense will be made for single room rate.

6. In substantiation of reimbursement of any of the above items, receipts shall be attached to a signed Statement of Travel Expense and submitted within ten (10) working days after return from travel for submission to the Commission for payment.
7. Reimbursement for use of a privately owned automobile for authorized out-of-town travel shall be made at the Internal Revenue Service's Standard Mileage Rate per mile. When travel is performed in an automobile owned by the Housing Commission, necessary car expenses shall be paid. Whenever automobile travel is involved, signed records of car expenditures and mileage or of mileage only in the case of a privately owned automobile, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one of these persons shall be reimbursed for mileage (if travel is by private automobile) or for auto expenditures (if travel is by a Commission owned automobile).
8. Authorized in-town travel performed in a privately owned automobile shall be paid at the Internal Revenue Service's Standard Mileage Rate per mile plus parking expenses. In substantiation or reimbursement, signed records of mileage and parking receipts must be submitted for approval.
9. The employee shall be responsible at his own expense for obtaining primary liability insurance protection where a privately owned vehicle is used for business purposes.
10. Advances of travel may be authorized by the Housing Commission. Such advances may not exceed the amount reasonably computed as reimbursable from the trip and shall be deducted from reimbursement due the traveler. In the event the advance exceeds the reimbursed due, the excess shall be promptly paid to the Housing Commission. Amounts not reimbursed to the

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Commission within five (5) working days after return shall be deemed delinquent and such amount will be deducted from the employee's next payroll check.