

PEMBROKE HOUSING AUTHORITY

TRAVEL POLICY

Objective

The objective/purpose of this policy is to provide for the travel regulations of the Pembroke Housing Authority (PHA) that govern business travel as developed in compliance with IRS Publication 463, **Travel, Entertainment, Gift, and Car Expenses** (<http://www.irs.gov/pub/irs-pdf/p463.pdf>)

This policy shall not supersede applicable State, federal or local laws and regulations as they govern applicable business travel. It is the intention of the PHA to facilitate the reimbursement and reporting of business travel with an "Accountable Plan" per IRS rules and regulations.

Therefore, to the greatest extent, the PHA will exercise diligence in adherence to the aforementioned Publication 463 as incorporated within the scope of this policy.

Scope

This policy shall apply to all business travel for the PHA employees, commissioners, residents, and prospective professional employees of which is funded in whole or in part by funds under the control of the PHA.

Policy

All out-of-state travel by the Executive Director and Board of Commissioners must be approved by the Board of Commissioners. The Executive Director shall approve ALL staff travel, as budgeted by the Board of Commissioners.

1. Use of Automobiles

a. PHA Owned Vehicle - When travel by automobile is determined to be feasible, a PHA-owned car, if available, **MUST** be used instead of a private car. If a PHA car is available but a private car is used, the reimbursement rate is \$0.30 per mile.

b. Private Cars - Use of Car for Official Business - The PHA provides reimbursement for employees at the current standard mileage rate as set by the IRS for use of private cars on official business when a PHA car is not available.

A private vehicle may be used for convenience instead of flying when on PHA business provided that the total reimbursement for travel mileage does not exceed the available coach fair for that travel no less than thirty (30) days from the scheduled time of travel.

c. Required Documentation

Travel shall be documented by the certification of mileage driven supported by 3rd party verification of distance between the starting point and the point of travel, i.e. MapQuest, etc.

2. Duty Station for the PHA employees is the closer of their personal residence OR the work site address of which the employee reports to each regular workday. When a private car is used, actual business mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination and return.

3. When more than one employee attends the same meeting every effort should be made to carpool.

4. Receipts are required for the following:

- a. motel/hotel;
- b. taxi, limousine, bus, etc.;
- c. air fare (passenger receipt from actual airline ticket booklet);
- d. tolls;
- e. parking;
- f. registration fee (documentation of what the fee amount is and what it covers; such as, meals, snacks, etc.);
- g. rental vehicles;
- h. storage; and
- i. passport (*when required for State travel*).

5. Air travel shall be coordinated by the employee/commissioner with the assistance of the Executive Director or his/her designee. The PHA will reimburse for coach travel fare rates only. If the airline reservation is changed or canceled for the personal benefit of the employee, it shall be the employee's responsibility to pay any penalties or charges.

6. Daily Travel Status (*not overnight*) does not require a Travel Request/Authorization form since no per diem is allowed without an overnight stay. However, business mileage is an eligible reimbursement for same-day travel.

7. Overnight Travel Status - Approved Travel Request/Authorization is required prior to travel. Actual (*not estimated*) time of departure and time of return must be on travel reimbursement form and must be a destination 35 miles or more from employee's home or duty station.

Cancellations of travel reservations (*air, lodging, and registration fees*) if made for the convenience of the employee are the employee's expense. These charges are the PHA's expense only if the employee is requested by the PHA to cancel the travel.

**The time of departure and arrival must be on the reimbursement form and must include a destination at least 35 miles from employee's point of departure.*

8. Approved Travel Request/Authorization is required prior to travel for the following: (1) out-of-state travel; and (2) overnight travel.

9. Telephone Calls must be for PHA business and identified as to destination (person or company) and purpose of call(s) on Travel Reimbursement form.

An employee who is in travel status for two or more consecutive nights in a week is allowed one personal, long-distance telephone call for each two nights for which reimbursement to the

employee may not exceed \$3 for each in-State call or \$5 for each out-of-state call (receipt required).

10. Prospective Professional Employees' travel expenses are limited to transportation and subsistence for a maximum of 3 days at the rates outlined within this policy.

11. Travel Reimbursement Requests must be filed for approval and payment within ten (10) days after the travel period ends for which the reimbursement is being requested. "Travel Period" is defined as the calendar month during which the travel occurred.

12. Per Diem – The current IRS-published *standard meal allowance* for that area/city/county/state traveled. For partial days, only 75% of the per diem shall be reimbursed. Partial days would be the first and last days of travel. Meals provided as part of a registration fee will be excluded from that day's per diem rate per IRS allowances.

13. Travel with Family Members/Companions – The PHA does not prohibit the accompanying of family members or companions with employees or commissioners on business travel. However, the PHA shall not directly provide any reimbursement for travel expenses other than for the employee/commissioner.

14. Travel Advance – The PHA may provide a travel advance in an amount not to exceed 95% of the total anticipated cost for the travel. The anticipated costs shall include lodging, travel, per diem, registration, parking, baggage fees, and any other costs related to the business travel. Expenses pre-paid by the PHA will NOT be allowed in determining the advance.

15. Effective Date – This policy is effective April 1, 2014 and supersedes all other policies that might have been in effect prior to the acceptance of this policy statement.

Adopted this the 31st day of March, 2014.



Mr. Chester Chavis, Chairman
PHA Board of Commissioners