

**SANDUSKY METROPOLITAN HOUSING AUTHORITY
PERSONNEL POLICY MANUAL**

TRAVEL EXPENSE REIMBURSEMENT

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- A. Generally: Employees shall be reimbursed for reasonable and necessary expenses incurred while traveling on approved official Housing Authority business. Additional cost incurred for an employee's spouse or children shall not be reimbursed. Local agency attendance at conferences, conventions, and meetings shall be limited to the number of persons necessary to cover the function adequately.
- B. Meetings, Conferences, and Conventions: Upon prior authorization of the Executive Director, employees or authorized agents of the Housing Authority may attend meetings, conferences, and conventions essential to the conduct of Housing Authority programs. The Executive Director may also attend such functions as he deems necessary.

The Housing Authority will reimburse employees for necessary and reasonable expenses (as defined herein) incurred to attend such authorized meetings, conferences, and conventions. The Housing Authority may prepay registration fees when such prepayment is required. Employees will not be reimbursed for unattended meetings, conferences, or conventions.

- C. Mileage, Parking, and Tolls:
1. The Executive Director will either assign a Housing Authority vehicle for travel to and from meetings, conferences, and conventions or authorize the employee to drive his/her personal vehicle and be reimbursed at the current rate approved by the Board for the actual miles driven to and from the approved destination. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, insurance, etc.).

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Mileage reimbursement is only payable to one (1) employee on the same trip unless otherwise authorized in advance by the Executive Director. Rental of a vehicle is not reimbursable without prior approval of the Executive Director.

2. Charges incurred for parking at the destination and any highway tolls are reimbursable at the actual amount for business purposes only.
 3. No expense reimbursement is paid for travel between home and work.
 4. Receipts for parking costs, highway tolls, vehicle rentals, or taxi services are required.
- D. Meals: Upon prior authorization of the Executive Director, employees will be reimbursed for expenses incurred for meals while on official Housing Authority business up to the per diem amount published by the U.S. General Services Administration (GSA) effective October 1 of each year and found on the GSA website at www.gsa.gov/perdiem. As provided on the GSA website, the locale where meals will be purchased will determine the per diem rate that applies and partial per diems will apply for travel of less than one day. Employees shall order reasonably priced meals while traveling at the Housing Authority's expense or the employee will be responsible for payment of any amount that exceeds the GSA per diem rates. If meals are included in registration fees, duplicate meals shall not be reimbursable.
- E. Lodging: Upon prior authorization of the Executive Director, the actual cost of a motel room (single room rate for one [1] employee, double room rate for two [2] employees who share a room) will be reimbursed in full when an employee travels on official Housing Authority business and such travel requires an overnight stay.

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- F. Telephone Calls: Employees shall be reimbursed for telephone expenses for business-related calls only. Employees are permitted to make a five (5) minute telephone call home one (1) time each day while traveling on business.
- G. Non-reimbursable Items: The following items or services are not reimbursable:
1. tips in excess of 15%
 2. alcoholic beverages
 3. entertainment
 4. laundry and dry cleaning
 5. room service charges
 6. expenses of spouse or other family member traveling with employee
 7. movies or games (in room or otherwise)
 8. traffic violations
 9. any allowable expense where no receipt is provided
 10. Internet access, unless approved by the Executive Director
- H. Receipts: Receipts for all reimbursable expenses must be kept by employees and submitted with requests for reimbursements.
- I. Disabled Employees: When considering any employee request for job-related travel, the Housing Authority will consider the special needs of employees with a permanent disability that substantially affects the employee's ability to drive, see, hear, etc. The Housing Authority will not deny job-related travel opportunities to employees with a disability merely because of such disability.

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- J. Following an employee's return from any meeting, conference, convention, or other official Housing Authority function wherein reimbursable expenses have been incurred, an employee shall submit an Expense Reimbursement Report and all original receipts and other documentation to the Executive Director. The Executive Director shall review the documentation and determine if such reimbursement should be authorized.

Original Adoption Date: _____ Revision Date: _____