



Kevin Doyle –Chairman
William Snyder – Vice Chairman
Debra Tatum – Treasurer
Kenneth Tucker – Asst. Treasurer
Mary Kate Flynn –Commissioner

Andrea J. McDougall – Executive Director

TRAVEL AND RELATED EXPENSE POLICY

Travel practices and policies will be consistent with the Executive Office of Housing and Livable Communities and the U.S. Department of Housing and Urban Development (HUD). All travel and related expenses must also comply with applicable federal cost principles under 2 CFR Part 200. Legitimate travel and related expenses incurred by Board Members and staff in the discharge of their duties are reimbursable from Account #4150 of the budget, provided such expenses are necessary, reasonable, properly authorized, and adequately documented.

A Board vote will be required whenever a conference or training location is at least forty (40) miles from the Mansfield Housing Authority and an overnight stay at a hotel or similar lodging is necessary. The Board will take into consideration the financial status of the Authority prior to taking a final vote. Registration fees for conferences, workshops, and training programs will be allowed for a reasonable number of Authority staff and Board Members, including the Executive Director, when such attendance is directly related to Housing Authority operations, regulatory compliance, or professional development.

If a hotel room rented by the Authority is occupied by an individual accompanied by a person not affiliated with the Authority, reimbursement will be limited to the single occupancy rate, and any additional cost associated with double occupancy shall be the responsibility of the individual. Under no circumstances shall the Mansfield Housing Authority pay for out-of-state travel using State funds; however, upon approval by Board vote, out-of-state travel expenses may be allowed when deemed necessary for the administration of federally funded programs, including but not limited to the Housing Choice Voucher Program, and must comply with HUD requirements and 2 CFR Part 200.

Travel to workshops, training sessions, and meetings that do not require an overnight stay and are necessary to keep staff and the Executive Director current with regulatory requirements, program changes, and industry standards shall not require a Board vote. Mileage reimbursement shall be paid at the current Internal Revenue Service standard mileage rate as adopted by the Commonwealth of Massachusetts and shall not include normal commuting mileage. If attendance at a workshop or training requires the employee to be away from the office for more than four (4) hours, the reasonable cost of a meal may be reimbursed from State or Federal funds, as applicable, provided that such reimbursement is consistent with applicable guidance and that no meal is otherwise provided as part of the event. Alcoholic beverages shall not be reimbursable under any circumstances.

If any member of the Board or the Executive Director proposes that the Authority host a meeting, training, or event at the Authority or at another designated location, a Board vote shall be required. Prior to approval, consideration shall be given to the Authority's financial capacity, staffing resources, and the operational impact associated with hosting such an event. Expenses associated with hosting shall be reasonable, necessary, and directly related to the Authority's mission and programs, and must comply with applicable state and federal requirements.

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All travel must be authorized in advance and must include a clear business purpose, an estimate of costs, and identification of the appropriate funding source, whether State or Federal. Internal controls shall be maintained to ensure proper oversight of travel expenditures, including separation of responsibilities so that no individual has sole control over authorization, submission, approval, and payment of travel expenses. Travel expenses must be submitted by the individual incurring the expense, reviewed and approved by a supervisor or the Executive Director, and processed for payment by appropriate financial staff. The Executive Director's travel must be approved by the Board Chair or Treasurer, and no individual may approve their own reimbursement.

All reimbursement requests must include itemized receipts, proof of payment, dates and location of travel, and a clear statement of business purpose. Documentation must be sufficient to demonstrate that the expense is necessary, reasonable, and allocable to the appropriate program. Records shall be retained in accordance with Mansfield Housing Authority policy and applicable audit requirements.

All costs charged to federal programs must meet the allowability standards set forth in 2 CFR Part 200, including that costs must be necessary, reasonable, allocable, and consistently applied. Travel costs must be consistent with the Authority's written policies and limited to those expenses that a prudent person would incur under similar circumstances. Any costs that are excessive, inadequately documented, or not in compliance with these requirements shall be disallowed and may be required to be repaid.

All expenditures are subject to review and audit by the Executive Office of Housing and Livable Communities, HUD, and other applicable oversight entities. Failure to comply with this policy may result in denial of reimbursement, repayment of disallowed costs, and/or disciplinary action.

Approval of the Board of Commissioners on _____, 2026