

**Dighton Housing Authority**  
**Travel Policy**

**Necessary Travel**

Travel should be restricted to necessary and critical activities only. Travel that is necessary and critical for housing authority staff, commissioners, and tenants should provide a public benefit. This means that 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.

**Travel Arrangement Methods**

To best ensure cost savings and value, the Dighton Housing Authority recommends that all travel arrangements be procured through any group discount or block discount offered and should be arranged centrally within the Authority. Convenience and personal preferences should not outweigh best value. Finding the best and most reasonable package for travel, meals, and accommodations is the Authority's obligation and should not be the individual employee's responsibility.

**Daily Travel Expense Limits**

Employees who are required to travel to other locations for business shall receive a per diem payment of \$30 (thirty dollars) for meals. Any expense above the per diem rate is the responsibility of the employee. Per diem rates can be adjusted for travel destination or for other reasons.

The above rates shall apply only when meals are not included in the rate charged for lodging or otherwise included in registration or conference fees.

For travel for partial day periods, the individual meal allowances are as follows:

|                   |                     |                        |
|-------------------|---------------------|------------------------|
| <u>Breakfast</u>  | <u>Lunch</u>        | <u>Dinner</u>          |
| \$6 (six dollars) | \$8 (eight dollars) | \$16 (sixteen dollars) |

**Required Documentation and Approval**

All travel requires prior authorization from either the Board of Commissioners or the Executive Director. All reimbursements must be verifiable (except for certain expenses like gratuities for hotel staff), receipts must be clear, meals listed individually and the date, time, and location of the meal must be noted. A list of all employees attending the meal should be written on the back of the receipt. Costs incurred for liquor will not be reimbursed.

Complying with Travel Policy

Employees who violate the travel policies will be held responsible for their actions. Consequences of disregarding the authority's travel regulation 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.

Transportation

The most economical means of transportation should be used at all times. Employees should obtain receipts for parking, tolls, fuel, and any related transportation cost.

Any traffic violations or accidents occurring during use of an authority vehicle, if and when the Authority obtains a vehicle, should be reported to the Executive Director.

Alternatives to Travel

Housing Authority personnel should consider using alternatives to travel such as: Teleconferencing or video conferencing, limit staff members traveling to the same destination to necessary employees only and bring trainings/professional development programs to the Authority as opposed to sending staff off-site.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date