

SWANSEA HOUSING AUTHORITY

Travel Policy

It is the policy of the Swansea Housing Authority to address the issue of travel in the following manner:

Mileage: will be paid at the rate set by the Department of Housing and Community Development for the use of personal vehicles when traveling for the purposes included but not limited to:

- Trainings and Seminars
- Business meetings held during regular business hours
- Conferences
- Inspections
- Business transactions (i.e. bank, town hall, etc.)

Travel logs must accompany request for reimbursement, noting date, location/purpose, beginning and ending odometer reading and total miles travelled. Travel logs must be approved by the Manager.

Lodging: will be paid for overnight stays for conferences within the state of Massachusetts with funding that is budgeted yearly through Account #4150 as long as the costs do not exceed that amount. Out of state travel will be allowed through Federal Budgets for the purpose of training featuring HUD topics/regulations.

Per Diem Meal Allowance: will be permitted for meals not covered while traveling for business purposes. Allowance amounts are set by the Department of Housing and Community Development. (October, 2006 Guidelines)

All travel must be approved by the Manager for staff and Board Members for the Manager.

APPROVED BY BOARD:
June 9, 2015