

TRAVEL POLICY
OF THE
SHELTON HOUSING
AUTHORITY

Adopted 05/25/2021

SHELTON HOUSING AUTHORITY TRAVEL POLICY

The Shelton Housing Agency (SHA) adopts the following travel policy for the purpose of determining, reasonable travel costs and reimbursement for expenses incurred in connection therewith and are authorized by this policy for staff and commissioners of SHA.

Reimbursed or Paid Expenses are:

- A.** Transportation Cost for Travel. Travel by common carrier (airline, bus line, or rail) shall not exceed the cost of economy fare, if available and will be reimbursed with proper submission of receipts.

Travel by automobile shall be made in a Shelton Housing Authority vehicle unless one is not available. A private vehicle may be used with prior approval of the Executive Director or designee. Authorized travel by private vehicle shall be paid at the rate equal to the current rate set by U.S. General Services Administration.

- B.** Additional Necessary Expenses for Travel. Taxi fares, registration fees, materials, parking fees, gratuities or other similar items shall be considered a reimbursable expense. Actual costs will be reimbursed with proper submission of receipts.
- C.** Lodging Expenses. Actual cost of lodging along with taxes and other costs for the actual room, will be reimbursed with proper submission of receipts. Room service will be taken out of the per diem.
- D.** Meals and Incidental Expenses. Meals and Incidental expenses will be paid by the per diem rate for the area set out by the U.S. General Services Administration. Including their breakdown for first and last day of travel. If any meals are provided at the conference or meeting, that meal will be deducted from the per diem at the rate set by the U.S. General Services Administration.
- E.** Staff Travel Within the Community. Staff is required to use a SHA vehicle if available. If a staff person chooses not to use the available vehicle, staff will not be reimbursed for mileage. Since Shelton, Nebraska is a small community, it is suggested to walk if travel is necessary within the Community. If a vehicle is not available and staff uses a private vehicle, no reimbursement will be paid.