



TRAVEL, MILEAGE AND BUSINESS EXPENSE REIMBURSEMENT POLICY

RE-ISSUED July 2012

Policy Statement

The Somerville Housing Authority will incur or reimburse expenses that are reasonable and necessary, are for a Somerville Housing Authority business purpose, and are properly documented, approved and submitted. This policy applies to all expenses as described below regardless of the account to which budgeted or recorded, or the type of funding supporting such expenses.

Reason for Policy/Purpose

The purpose of this policy is to provide broad guidelines for incurring and reimbursing expenses connected with Somerville Housing Authority business in accordance with applicable regulations and sound business practices. This policy governs expenses incurred during the conduct of approved business and/or activity for the Somerville Housing Authority.

Policy/Procedures

I. Permitted Expenses Generally The Somerville Housing Authority will incur or reimburse expenses that are:

- 1) Reasonable and necessary;
- 2) For a Somerville Housing Authority related business purpose; and
- 3) Documented, approved and submitted timely and properly.

This policy applies to all expenses incurred for a Somerville Housing Authority purpose regardless of the account to which the expenditures are budgeted or recorded, the type of funding supporting such expenses, or whether incurred locally or during Somerville Housing Authority travel.

It is impractical to list every type of business expense that is allowable or unallowable. However, Appendices A and B are lists of specific examples of common allowable and unallowable travel expenses. Review these examples before incurring travel expenses, and obtain confirmation from direct supervisor.

Any exceptions to this policy must be approved in advance by the direct Supervisor and Executive Director.

Any and All Reimbursements Requests must be submitted within **30-days**.

- 1) **Reasonable and Necessary:** Is defined as any activity and related expense that is approved by SHA in order to properly conduct SHA business.
- 2) **Somerville Housing Authority Business Purpose:** Mileage (Gas) Reimbursement for travel to and from building sites as part of job function and responsibility. Mileage (Gas) Reimbursement, Meal Expense, and Lodging Expense related to: attending approved training, conference or seminar related to job function and responsibility.

3) Documented, Approved and Submitted Properly:

- a. All reimbursement requests must be submitted on the SHA Employee Reimbursement form. (available from Finance division)
- b. Receipts must be original and contain sufficient information to determine appropriate expense, date and location. A copy or downloaded receipt may be accepted after review.
- c. The activity related to the expense **MUST** be approved prior to incurring such expense. Example: Employees seeking meal reimbursement must receive approval from direct supervisor prior to date of receipt and the Employee Reimbursement form must contain information explaining the activity.
- d. Submitted properly is defined as use of approved forms, proper receipts and timely submission defined as within 30-days.

Forms

1. SHA Mileage Reimbursement
2. SHA Employee Reimbursement Request

Appendix A

Examples of Allowable Travel, Mileage (Gas) Reimbursement and Other Expenses

The following types of expenses (if reasonable and necessary, incurred for Somerville Housing Authority business purposes, and properly documented), are examples of expenses that may be payable or reimbursable under this policy.

Air and rail travel, including reasonable airline luggage charges, and change or cancellation penalties imposed by the airlines if due to business-related unavoidable circumstances and supporting documentation is supplied with the reimbursement form;

Car rental daily fees and taxes, gasoline and oil for rental vehicles, tolls, insurance in certain circumstances and parking fees;

Ground transportation including taxi and public transportation fares, mileage for personal vehicles is calculated at the rate per mile established by the IRS, parking fees, and tolls;

Laundry/dry cleaning during trips longer than five calendar days;

Meals while on Somerville Housing Authority business but only during either of the following;

- In-State during non-traditional hours or approved event.
- Out-of -State during approved travel.

Registration and fees for attendance at approved conferences and seminars

Mileage (Gas) Reimbursement for travel to and from building sites as part of assigned job function and responsibilities or attending approved training, conference or seminar related to job function and responsibility.

Lodging expenses related to approved travel plans.

Appendix B

Examples of Unallowable Travel and Entertainment Expenses

The following are examples of expenses that will not be reimbursed unless approved by the Executive Director.

Airline club membership fees

Alcohol

Car repairs, regardless of fault;

Car washes;

Clothing and shoes, other than contractual;

Commuting costs or mileage to/from home and normal place of business;

Costs incurred by unreasonable failure to cancel reservations; credit card fees, annual membership cost, interest, and or late charges associated with personal credit cards;

Dependent care;

Excessive tipping; Fines or tickets resulting from traffic, parking, or other violations;

Life, accident, or flight insurance premiums;

Lost, broken, or stolen property;

Luggage or briefcases;

Non-business Meals;

Newspapers, magazines, books for personal use;

Penalties and fees incurred because a traveler violated airline, rail, and transportation ticketing, hotel or reservation rules;

Personal expenses, including but not limited to in-room movie rentals, in-room alcoholic beverages, and babysitting, recreational activities.