

# BARANOF ISLAND HOUSING AUTHORITY

## TRAVEL POLICY

### AUTHORIZATION

#### Budget

All Board of Commissioner travel for BIHA shall be within the approved Board of Commissioner Travel budget.

#### Approval

All BIHA Board of Commissioner travel must be approved by the Chairman of the Board of Commissioners.

#### Time line

If possible, the traveler should complete and submit to the Chairman, through the Business Administrator, the pre-travel portion of the "Travel Authorization/Report" two weeks/most earliest convenient time prior to travel dates. Commissioners must make every attempt to introduce subject of the travel request at a regular Board of Commissioners meeting.

If travel through a Saturday will result in total savings to the Authority, regardless of meeting dates, traveler may submit a request for travel through that Saturday. "Total savings" includes airfare, lodging, and per diem.

#### Additions to itinerary

Commissioners may add to the approved official BIHA travel itinerary of BIHA business travel. The additional costs shall be paid by the traveler. Per diem will not be paid for the additions to BIHA approved official travel.

#### Common Carrier Fare

Use of first class for any BIHA official travel is prohibited. The traveler may up-grade to first class at traveler's expense.

### COST REIMBURSEMENT

#### Per Diem

Per diem (Meals, Incidentals, and Lodging) shall be paid at the current federal rate for each twenty-four (24) hour period traveled. BIHA staff will arrange hotel accommodation unless otherwise requested. If, at the time of reservation, lodging expenses exceed the federal rate, actual lodging amount will be paid. If Meal & Incidental expenses exceed the advanced amount, reimbursement will be made upon submittal of receipts. Receipts must be submitted at the time of the written Travel Report.

For periods of travel less than 24 hours, per diem shall be prorated accordingly.

#### Car Rentals

Car rentals will be paid in advance as listed on the Travel Authorization/Report form. If actual expenses exceed authorized payment, reimbursement will be made upon submittal of receipts. Receipts must be submitted at the time of the written Travel Report.

#### Meeting or work day stipend

Traveling Commissioners are entitled to a stipend of \$50 dollars per meeting or work day while on official BIHA business to include National Convention, Amerind, HUD Annual Meeting, NAIHC courses, etc.

#### POST-TRAVEL

##### Travel Report

The traveler shall complete the Travel Authorization/Report form and attach receipts immediately upon return. The report and accompanying summary shall be submitted to the Business Administrator. The travel report shall be maintained as a part of the BIHA administration/financial records. A copy of the summary will be included in the Board of Commissioners meeting packet.

##### Credit Card (if/when adopted)

Commissioners shall submit all receipts of purchases made by credit card, and submit all receipts and documentation to Business Administrator immediately upon return from travel.