

TOWN OF ERWIN  
COMMUNITY DEVELOPMENT AGENCY  
TRAVEL POLICY

I. **GENERAL**

- A. All staff, elected and appointed officials, (i.e. employees) are authorized to travel on official business.
- B. Travel expenses while conducting official business of the Town of Erwin Community Development Agency (CD), are reimbursable if employees are not able to claim reimbursement from some other source. Expenses will be covered for employees only. Expenses for spouses and non-CD employees will not be paid or reimbursed by the CD.
- C. The amount of reimbursement will be based upon prevailing costs in the area where the travel occurs in accordance with the Domestic Per Diem Rates as established from time to time by the U.S. General Services Administration.
- D.
  - 1) Reimbursement for private vehicles will be at the Town-established rate, subject to the IRS ceiling. Applications for mileage reimbursement must be supported by detailed mileage records. Reimbursement will be made upon receipt of a voucher approved by the CD Board. Staff applications for reimbursement require approval by the Executive Director or Chairman prior to submittal to the CD Board.
  - 2) Full reimbursement for the use of rental cars will be made only if the rental car provided is the most economical mode of transportation available.
  - 3) When long distance travel by commercial carrier, bus or airline is necessary, payment will be for coach or economy class fares for the most direct route. Payment will be direct by voucher or check payable to the carrier.
  - 4) Parking fees, garage storage, thruway and other

tolls, taxi fares, etc., will be reimbursed, provided these expenses are substantiated by receipts.

5) Every effort shall be made so that more than one employee can ride in the same car when traveling to the same place.

6) All travel involving an overnight stay must be approved in advance by the CD Board. Staff overnight travel must be authorized by the Executive Director, then submitted to the Board for approval. In an emergency, the Executive Director may make the approval. Reimbursement will be made upon receipt of a voucher approved by the CD Board. Staff applications for reimbursement must be approved by the Executive Director before submittal to the CD Board for approval.

## II. MEAL EXPENSES

- A. 1) A per diem allowance for meals will be used for each day involving an overnight stay.
- 2) The per diem allowance must be supported by hotel receipts.
- 3) The per diem rate includes three combined meals: breakfast, lunch, dinner.
- 4) Meals on days not involving an overnight stay must be supported by individual receipts and actual costs will be reimbursed up to the individual meal allowance.
- B. The per diem rate allowance shall be the Domestic Per Diem Rates as established from time to time by the U.S. General Services Administration.

## III. LODGING EXPENSES

- A. Lodging expense will be paid at the conference rate if one exists.
- B. If no conference rate exists, the CD will pay for single accommodations for one employee, or double accommodations for two employees.

- C. Lodging expenses will be paid directly by voucher. If the vendor does not accept vouchers, then payment will be by check payable directly to the vendor.

IV. **ADVANCES**

- A. Advances will only be issued for travel which includes an overnight stay.
- B. Conference registration, hotel and commercial carrier travel expenses will be paid directly by voucher or check.
- C.
  - 1) Authorized travelers may receive an advance by completing a voucher request at least one week prior to departure.
  - 2) The advance will equal the Per Diem rate multiplied by the number of overnight stays.
  - 3) All other expenses, e.g., parking, tolls, mileage, meals for traveling days when not staying overnight, will be reimbursed as supported by individual receipt