



FRAMINGHAM HOUSING AUTHORITY

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FRAMINGHAM HOUSING AUTHORITY TRAVEL POLICY

Approved:

It is the purpose of this policy to be in compliance with all regulations governing the administration of the funds of the Framingham Housing Authority (FHA).

- A. With advance approval by the Board of Commissioners for extended/overnight travel and lodging, employees of the Authority may perform official travel when in the interest of the Authority. Approval by the Executive Director is needed for attendance at conferences, trainings and meetings. Attendance shall be limited to the number of persons necessary to cover the meeting adequately.
- B. The Authority shall pay transportation costs for Commissioners and staff authorized to travel on official business of the Authority. The lowest cost accommodations shall be the standard means of transportation.
- C. Reimbursement for use of a privately owned automobile for authorized travel shall be made at the approved reimbursement rate per mile allowed by law in the Commonwealth of Massachusetts. Signed records of car expenditures and mileage or of mileage only in the case of privately owned automobiles, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only the vehicle owner shall be reimbursed for mileage or for car expenditures.
- D. Reimbursement shall be made for reasonable hotel accommodations. If travel is conference-related, the traveler shall seek the lowest primary conference hotel room rate. In the case of non-conference travel, the traveler shall seek reasonably priced accommodations, consistent with convenience and local conditions.
- E. Reimbursement shall be made for the reasonable cost of meals (exclusive of liquor) up to a maximum of fifty dollars (\$50.00) per diem.
- F. Cost of taxi fares, telephone calls, telegrams, secretarial services, and similar items necessarily incident to the performance of official business shall be considered reimbursable items.
- G. Reimbursement shall not be made for expenses incurred for the sole benefit of the traveler such as valet service, entertainment, laundry and similar services.
- H. To be reimbursable, all travel expenses shall be documented and supported by receipts, signed by the traveler and approved by the FHA's Executive Director prior to reimbursement.



EQUAL HOUSING OPPORTUNITY

14. TRAVEL

- A. With advance approval by the Board of Commissioners, employees of the Authority may perform official travel when in the interest of the Authority. Attendance at conferences, conventions and meetings shall be limited to the number of persons necessary to cover the meeting adequately.
- B. The Authority shall pay transportation costs for Commissioners and staff authorized to travel on official business of the Authority. The lowest cost accommodations shall be the standard means of transportation.
- C. Reimbursement for use of a privately owned automobile for authorized travel shall be made at the rate of 40 cents per mile. Signed records of car expenditures and mileage or of mileage only in the case of privately owned automobiles, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only the vehicle owner shall be reimbursed for mileage or for car expenditures.
- D. Reimbursement shall be made for reasonable hotel accommodations. If travel is conference-related, the traveler shall seek the lowest primary conference hotel room rate. In the case of non-conference travel, the traveler shall seek reasonably priced accommodations, consistent with convenience and local conditions.
- E. Reimbursement shall be made for the reasonable cost of meals (exclusive of liquor) up to a maximum of \$50.00 per diem.
- F. Cost of taxi fares, telephone calls, telegrams, secretarial services, and similar items necessarily incident to the performance of official business shall be considered reimbursable items.
- G. Reimbursement shall not be made for expenses incurred for the sole benefit of the traveler such as valet service, entertainment, laundry and similar services.
- H. To be reimbursable, all travel expenses shall be documented and supported by receipts, signed by the traveler and approved by the Executive Director prior to reimbursement.

15. RETIREMENT

All eligible employees will participate in the Framingham Retirement System pursuant to General Laws, Chapter 32. Participation by any eligible person hired after the effective date of the retirement system shall be a condition of employment.

16. ADMINISTRATION

The Executive Director shall have the primary responsibility for enforcement of the provisions and purposes of this Policy.

Private Auto Employee Reimbursement Rates Per Mile

Effective 5/22/11 unless otherwise noted

Employee Type	Amount	Comments
Managers and Confidential Employees	45 Cents	
Unit 1	45 Cents	
Unit 2	45 Cents	
Unit 3	45 Cents	
Unit 4	45 Cents	Effective 7/17/11
Unit 4A	45 Cents	Effective 7/17/11
Unit 5	45 Cents	Effective 7/17/11
Unit 5A	22 Cents	
Unit 6	45 Cents	
Unit 7	45 Cents	
Units 8 & 10	45 Cents	
Unit 9	45 Cents	

Private Auto Employee Reimbursement Rates Per Mile

Effective 2/22/09 unless otherwise noted

Employee Type	Amount	Comments
Managers and Confidential Employees	40 Cents	
Unit 1	40 Cents	
Unit 2	40 Cents	
Unit 3	40 Cents	
Unit 4	22 Cents	
Unit 4A	40 Cents	
Unit 5	40 Cents	
Unit 5A	22 Cents	
Unit 6	40 Cents	
Unit 7	45 Cents	40 cents effective 3/15/09
Units 8 & 10	40 Cents	
Unit 9	40 Cents	