

NORTHERN PONCA HOUSING AUTHORITY

TRAVEL POLICY

A. POLICY STATEMENT

The governing body of the Northern Ponca Housing Authority recognizes the fact that the employees and members of the governing body of the Northern Ponca Housing Authority are required to travel in request to fulfill their duties. The governing body also recognizes the need to establish procedures that govern travel and travel reimbursement that are fair, yet assures that the employees and members of the governing body are accountable for Northern Ponca Housing Authority travel funds. The following procedures are intended to establish the method of reimbursement, travel advance payments, and documentation required by the traveler. The NPHA will comply with the requirements and standards of OMB Circular No. A-87, as applicable.

B. TRAVEL EXPENSES

1. Advances

- a. Completed Travel Requests requesting travel advances must be submitted to the employee's supervisor for review and then to the Executive Director for approval at least three weeks prior to the travel departure date.
- b. The maximum amount of travel advance authorized for employees and Board members will be equal to the maximum allowable per diem for meals, lodging costs plus, if applicable, mileage and/or rental vehicle. If a rental vehicle is authorized, the estimated cost of the rental vehicle, including the cost of insurance coverage provided by the company providing the rental vehicle, may be included in the travel advance.
- c. Upon return, travelers shall submit receipts for reimbursement for parking, taxi fares, and any other travel expenses incurred. The receipts shall be attached to a completed Travel Reconciliation and the approved Travel Request.
- d. If for some reason the approved traveler is unable to travel, any travel advances paid to the traveler shall be paid back to the Northern Ponca Housing Authority within 5 days of the cancellation.
- e. If the traveler fails to pay any unused travel advances back to the Northern Ponca Housing Authority within 5 days after the travel ended the Executive Director shall take appropriate action including deducting the amount due from an employee's next paycheck.

2. Per Diem

- a. The term "per diem" means a daily flat rate of payment to an employee or Board Member who is in travel status for more than twelve (12) hours and/or overnight travel. Per Diem is based on a flat rate established by the Federal government per diem rates for the twenty-four hour period traveled.
- b. The NPHA shall use the current established Federal per diem rates.
- c. For overnight travel, the current Federal per diem rate shall be prorated and paid accordingly to the traveler on Northern Ponca Housing Authority approved business.
- d. On the day of departure and of return, an amount equal to $\frac{3}{4}$ of the per diem for the day will be allowed.
- e. The Executive Director may authorize any travel to be on a cost-reimbursable basis in lieu of per diem payments if per diem will not fully cover expenses. This must be approved in advance of the travel by the Executive Director. Receipts must be provided for all lodging. The amount for meals and incidental expenses shall be determined by the current Federal Per Diem Schedule. Travel expenses paid in excess of the Federal Per Diem Schedule shall be paid for with non-federal funds.

3. Credit Cards

NPHA owned credit cards shall be used for business purposes only by the designated employee but will not be taken out of the building by an employee and Board member to be used during travel and not for personal use in accordance with the NPHA's adopted Credit Card Use policies and procedures.

4. Mileage

- a. Mileage will be paid at on a per mile basis at the current rate established by the Federal government.
- b. Mileage will only be paid when the traveler submits an approved Travel Request and Travel Reconciliation.
- c. NPHA employees are required to use NPHA owned vehicles when traveling when feasible rather than using their own vehicles. Personal vehicles will be used when travel requires that the vehicles will be left in a parking lot at the airport.

- d. NPHA vehicles may not be used for personnel reasons and only persons on official NPHA business are authorized in the vehicles.
- e. NPHA employees must have and maintain a favorable driving record for insurance and liability purposes.
- f. Smoking is not permitted in any NPHA vehicle.
- g. Each employee driving a NPHA vehicle is responsible for making sure the vehicle is fueled, checked, and the mileage log is completed at the end of each use.

5. Airfare

- a. The Executive Director shall designate an appropriate Northern Ponca Housing Authority employee to arrange for all airline travel for Northern Ponca Housing Authority employees and Board.
- b. If it is more cost effective to travel by air carrier to a destination rather than drive, the traveler should travel by air carrier. If the traveler chooses to drive when traveling by air carrier would be more cost effective, the traveler will only be advanced or reimbursed the cost of what the airfare would be. The Executive Director or designated Northern Ponca Housing Authority employee shall determine the most cost-effective means of transportation for Northern Ponca Housing Authority employees and members of the governing body.

C. PROCEDURES

1. Form

- a. A Travel Request form must be approved by signature of the appropriate department manager and the Executive Director for all travel completed by a Northern Ponca Housing Authority employee or Member of the governing body.
- b. A Travel Request form shall be used for travel advance payments and travel reimbursement payments. Travel Request forms for advance payments shall have attached adequate documentation of the purpose of the travel. (For example, training workshop, meeting or convention brochures or announcements should be attached to the Travel Request form.)

- c. Travel Requests for reimbursement shall be submitted to the Northern Ponca Housing Authority Finance Department for payment within five (5) working days after the return from travel.
- d. The Northern Ponca Housing Authority office shall maintain the top original copy. The employee or member of the governing body traveling maintains the second and third part of the form. The second part of the form is used to record actual expenses and to document the pertinent trip information (i.e. departure and arrival dates and times; departure from and to destinations; advances; a brief report of the purpose of trip and an outline of what transpired during the trip). The second part of the form must be submitted to the employee's immediate supervisor for review after completed. After review and approval, the second part of the form and all supporting documentation (i.e. receipts for expenses incurred) shall be submitted to the Northern Ponca Housing Authority Finance Department for payment and attached to a copy of the check made for payment. The third part of the form may be kept by the employee.
- e. Completed Travel Request forms shall be maintained as part of the Northern Ponca Housing Authority financial records.
- f. Northern Ponca Housing Authority employees who fail to submit a completed Travel Request upon completion of travel will have the travel amount advanced deducted from their next payroll check.

2. Local Travel

- a. Local travel is travel required for Northern Ponca Housing Authority business in the Northern Ponca Housing Authority service area as determined by the Executive Director.
- b. All local travel for business purposes should be pre-approved in writing by the appropriate department manager or Executive Director in request for reimbursement for travel expenses to be paid by the Northern Ponca Housing Authority. A blanket approval can be made for routine daily travel such as going to the post office and Maintenance Technician travel to complete work orders.
- c. Transportation expenses will be reimbursed at the established mileage rate by the Northern Ponca Housing Authority when substantiated by a signed Travel Request.
- d. Vehicle rental is not allowed for local travel without the approval of the Executive Director.

- e. The Northern Ponca Housing Authority will not reimburse commuting expenses as Northern Ponca Housing Authority official business travel.

3. Outside of Locality Travel

All travel outside of the Northern Ponca Housing Authority service area must be approved by the Executive Director prior to the travel. A Travel Request form must also be approved prior to travel.

D. BOARD OF COMMISSIONER TRAINING TRAVEL

1. The Board of Commissioners is a board representing the best interests of the Northern Ponca Housing Authority. Board members are generally not experts in the administration of Indian affordable housing. Therefore, it is the policy of the Board that training experiences be available for each Board member to utilize to enhance their knowledge in Board related responsibilities.
2. All Board members may submit training requests to be approved or disapproved by the Board on the basis of criteria outlined in this policy.
3. The Board is responsible for approving all out-of-state travel requests.
 - a. The Board is responsible for:
 - i. ensuring that information on training opportunities is disseminated to all Board members;
 - ii. assessing a cost/benefit analysis and the necessity of the requested training when evaluating training requests;
 - iii. identifying the Boards' priority training needs based on the responsibilities of the Board and applicable to current NPHA goals and projects; and
 - iv. approving requests for training.
 - b. The Board Chair or designee is responsible for ensuring that the Board member report, orally and in writing, pertinent information acquired while attending the training and how it applies to NPHA and provide copies of relevant written materials that were received at the training, to the Board at the next meeting following their travel.
 - c. Individual Board members are responsible for:
 - i. providing input into assessing training needs by identifying knowledge, skills and abilities necessary for individual board members to perform in the best interest of the members; and
 - ii. completing and submitting training requests for consideration.

- iii. completing and submitting training reconciliations, receipts, support documentation, and training report to the board at the meeting following their training/travel and to the NPHA Finance Department within five days after the end or cancellation of the travel/training. If the required items not received within five days to the Finance Department, the Commissioner will be required to repay the advanced funds.
 - d. The NPHA staff is responsible for providing assistance, as requested by the Board, for locating specific training opportunities or organizing a training course to meet a specific Board need.
- 4. When assessing training needs and requests from Board members, training resources should be allocated on the basis of the following considerations:
 - a. First Priority Training. The following training is available for all Board members as noted below:
 - i. Orientation (overview) on Indian Housing to take place at within the first year of a non-reoccurring term of office.
 - ii. On-site training will utilized when more than one member is requesting to attend a training that could be beneficial to the whole board and/or NPHA staff and would be more cost effective.
 - iii. Training specifically addressing the Board identified training needs.
 - b. Second Priority Training. The following training is available for all Board members as noted below:
 - i. Training specifically addressing avenues applicable to future opportunities that are not yet included in the current NPHA goals and projects.
 - c. All training resources should be carefully reviewed to insure that they will adequately meet identified training needs.
 - i. Resources should be evaluated on the basis of the following considerations.
 - a. NPHA training resources should first be reviewed to determine availability and appropriateness.
 - b. When adequate NPHA resources are not available, formal training resources should be located which will meet the identified needs.
 - c. Priority will be given to formal training provided locally.
- 5. The Travel Request form must be completed by the requesting Board member and submitted with applicable brochures, etc. to the Board Chair to be put on a

Board agenda at least a month prior to the travel/training dates for Board consideration.

6. If the Board approves the request (any modifications will be noted if decided by the Board), the designated NPHA staff will be notified and responsible for making arrangements. Board members will not make their own arrangements.
7. Requests for travel advances may be submitted after the request has been approved by the Board and up to three weeks prior to the date of departure. Requests for travel advances which are not submitted in time require the approval of the Board Chair before they will be processed.
8. Travel advance checks will not be released earlier than two working days prior to the date of departure.
9. All amounts advanced shall be returned to the NPHA Finance Department within 5 days following the cancellation of a travel authorization. The member authorized to travel and the Board Chair will be notified of any cancellations within 2 days of the cancellation.
10. Commissioners with outstanding travel advances will not be authorized future travel until the prior travel advances are liquidated. Repayment may be withheld from a commissioner's stipend check if not returned or other arrangements have been approved by the Board Chair or the whole Board.

Approved by motion on July 12, 2008.