



COQUILLE INDIAN HOUSING AUTHORITY



TRAVEL POLICY

CIHA travelers will be considered in travel status from the time an authorized trip begins until it ends. Travel status will begin and end when the traveler leaves and returns to his immediate work station if travel begins and ends during assigned working hours. If travel begins and ends outside assigned working hours, travel status begins and ends when the traveler leaves and returns to his home. Claims for reimbursement cannot exceed the established federal per diem rates. EXCEPTION: A traveler may request advance approval from the Executive Director to claim a higher daily rate whenever subsistence expenses are such that the established rate is not adequate to obtain reasonable lodging and meals.

1. **Lodging.** Lodging is reimbursed for actual costs incurred by the traveler up to the amounts allowed to federal employees. All claimed costs must be substantiated by receipts.
2. **Ground Transportation.** Travel on official CIHA business by a single individual must be via public carrier or CIHA-owned vehicle whenever practical.
 - a. Out-of-town vehicular travel is allowed either through a rental vehicle or at the federally-established mileage rate.
 - b. Private vehicle. Where it has been determined by the Executive Director that travel by private car is more advantageous to CIHA than travel by common carrier, reimbursement will be made at the current federal rate. This rate includes all travel, insurance and storage expense of the vehicle. All use of private vehicles must have prior approval from the Executive Director to be eligible for mileage reimbursement.

Tickets and/or citations received for traffic violations will be the personal responsibility of the employee receiving them.

3. **Taxi Fare.** For the employee to receive reimbursement, any taxi service claimed has to be substantiated by a receipt.
4. **Car Rentals.** An employee may rent an automobile if his/her ground travel cost by other means will exceed the cost of a car rental. The car rental should be the least expensive car offered by the company, with reservations made in advance.
5. **Per Diem.** Per Diem is equal to federal per diem rates. The daily rate will be paid on the basis of where the traveler secures overnight lodging. A day consists of one 24-hour period. A quarter of the daily rate is allowed for each quarter in which a traveler is in travel status for more than one hour.
6. **Advances and Entitlements.** A trip report must be completed and signed by the traveler and Executive Director upon completion of travel before reimbursement will be made. The trip

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report will contain departure and arrival dates, departure from and to duty stations, advances, receipts of all expenses incurred, with a statement of the purpose of trip and brief report of what substantively transpired during the trip.

A check request must be completed and approved by the Executive Director before a travel advance check will be issued.

- 7. Entertainment Expenses.** Employees will not be reimbursed for entertainment or incidental food and beverage expenses.