

MEDFIELD HOUSING AUTHORITY

TRAVEL POLICY

Medfield Housing Authority employees authorized to use private vehicles, the authority will pay for approved mileage at the Federal/State standard mileage rate for a car. Such rate is inclusive of tolls and parking fees (except for parking in Boston).

- * No out of state travel is allowed.

- *No reimbursement for rental cars.

- *No reimbursement for alcoholic beverages.

Reimbursement for meals are allowed per budget guidelines. All expenses must be vouched and have the proper documentation attached prior to payment. No expenses are permissible that exceed the approved budgeted amount allowable in account 4150.