

CHAPTER 13

TRAVEL

I. PURPOSE

This chapter identifies categories of travel and sub-recipients' responsibilities. CDBG, HOME, and ESG Program Regulations and OMB Circulars A-87 and A-122 also cover travel requirements/costs.

II. OUT-OF-TOWN TRAVEL

A. PRELIMINARY CONDITIONS

1. Costs for travel are allowable expenses if they are necessary and useful to the conduct of contract activities, are reflected in the contract budget, and have been approved by DHCD.
2. It is incumbent upon the sub-recipient to seek and use the least expensive mode of transportation and keep associated expenses such as lodging, taxi fares or auto rental to an absolute minimum. The cost of first class air accommodations is acceptable only when less than first class accommodations are not available and has been so documented.
3. Travel, approved in the contract budget (i.e., specific trip, purpose, traveler(s)), and cost information where contained in the originally approved contract budget or revisions thereto subsequently approved by DHCD, does not require submission of a travel request form to DHCD prior to travel. But since the designated travel agency requires an approval letter from DHCD, the contractor needs to request such a letter of DHCD's Project Manager.

B. PAYMENT RATES

State law determines the amount payable for travel expenses for DHCD and its contractors. Those rates currently are:

Meal Allowance:

Breakfast	\$7.00	- when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
Lunch	\$11.00	- when travel begins before 12 noon and extends beyond 2:00 p.m.
Dinner	\$18.00	- when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.
Total	\$36.00	

- 1) Per Diem - the traveler may charge a maximum per diem rate of \$50 instead of itemizing single occupancy hotel accommodations and meals. The per diem rate cannot be exceeded. Essential local travel can be paid in addition to the per diem rate.

C. REQUIREMENTS FOR PAYMENT

1. Within five days of return, the traveler must submit the following to DHCD:

A travel request form approved by the sub-recipient's Executive Director or Board President (use Attachment A).

- a. A Travel Expense Report approved by the Executive Director or Board President, as appropriate (use Attachment B).
 - b. Plane ticket or gas receipts and proof of auto insurance.
 - c. Receipts for hotel accommodations.
 - d. Receipts for local transportation.
 - e. Registration receipt and cancelled check.
2. For travel not included or not sufficiently detailed in the budget, prior approval is required. A budget revision request, a revised budget reflecting the proposed travel costs, and the signed travel request form, (Attachment A) must be submitted to DHCD.
3. Requests for prior approval must be received by DHCD at least four weeks in advance. If less than four weeks advance notice is not possible, be sure to indicate the time restriction so that DHCD can attempt to process the request.

III. LOCAL TRAVEL

A. ORGANIZATIONALLY LEASED VEHICLES

Sub-recipients having received DHCD's approval to lease a vehicle which is used by staff to carry out activities relating to DHCD's contract must comply with the following:

1. The sub-recipient's administrative policies must specify the position(s) that are authorized this use.
2. If the vehicle is to be used to commute from home to the work place and back home again, then the Board of Directors or Executive Director, as appropriate, must authorize in writing the vehicle and the person for 24-hour usage.
3. A mileage record is to be maintained documenting the use of the leased vehicle.

B. PRIVATELY-OWNED VEHICLES

The use of a privately-owned vehicle which is necessary for staff to carry out activities relating to DHCD's contract is an allowable expense. Travel from an agency/subrecipient's employee residence to that sub-recipient's office or to any work site and back is not an allowable expense

C. PAYMENT FOR LOCAL TRAVEL FOR PRIVATELY-OWNED AND ORGANIZATIONALLY LEASED VEHICLES

1. The privately-owned vehicle must be insured by the owner. The organizationally leased vehicle must be insured by the contractor. The cost of personal auto insurance is not an eligible expense to the contract.

2. Sub-recipients must furnish to DHCD certificates of vehicle liability insurance that comply with the terms and conditions in DHCD's contract. These certificates must be on file with DHCD in order for local travel-related expenses to be paid.

4. The employee needs to maintain a mileage record which also must be submitted to DHCD by the sub-recipient with the request for payment. The mileage record must include the following information:
 - a. Registered owner, make of vehicle, and auto tag number.

 - b. Date, beginning and ending odometer readings, total miles, destination, and purpose of each trip. If more than one trip is made per day or should a trip include more than one destination, the required information must be shown for each destination.

5. Parking receipts and road toll payments which were incurred carrying out contract activities must be submitted to DHCD if the cost is part of the payment request. The employee must sign the original receipts.

5. The cost of metered parking is also reimbursable with the submission of a signed, written description of the activity, its date, purpose, location, time and duration of the activity, and the total amount of parking meter fees paid.

NOTE: Miami-Dade County employees must comply with the County's policies and procedures in concern with the requisitions from the applicable Federal funding source. The Travel Expense Report (Attachment B) must be completed by County employees and returned to the Finance Department within five (5) working days following return from the trip.