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PHA Travel and Training Policy

Section 1.0 Purpose

The purpose of this Travel and Training Policy is to ensure the efficient and fiscally prudent expenditure of budgeted training/travel funds. The restrictions contained herein are designed so that Employees and/or Commissioners can receive appropriate and cost-effective training to best discharge their duties to the Princeton Housing Authority (“PHA”) and best serve the residents of the PHA.

All Employees, including the Executive Director, and Commissioners must submit a written synopsis of the training received, including a course review that highlights critical issues or important upcoming dates from each workshop or session attended, to obtain reimbursement. The synopsis should be attached to a copy of the conference agenda with each session the staff person or commissioner attended highlighted. The course review should include a recommendation to the board for future inclusion in training or removal from training of other PHA employees.

Section 2.0 Reimbursement

The PHA will reimburse its Employees and/or Commissioners for the costs of attending appropriate training seminars/conferences, including travel expenses, subject to the below restrictions. However, under no circumstances will the PHA reimburse any individual, or provide reimbursement for the costs incurred by any individual, who is not a current Employee and/or Commissioner of the PHA at the time such costs are incurred. Additionally, Employees must be in good standing and not subject to a disciplinary action or terms of a performance improvement plan to be eligible to travel.

Section 3.0 Approval Requirement

Employees and/or Commissioners will not be eligible for reimbursement for the costs of attending appropriate training seminars/conferences unless they have the prior written approval of the PHA’s Board of Commissioners (“Board”) in the form of a Resolution. To aid in providing the board with the information needed, a [PHA Travel and Training: Employee Expense Request form](#) should be sent to the Board as supporting documentation for the Resolution. The Resolution shall specify the total costs of attending the training, including but not limited to: conference registration, conference attendance, air fare, train fare, bus fare, vehicle rentals, gasoline, road tolls, lodging, and meals. The Resolution should also specify the reason for the training and which PHA job requirements the training will enable the Employee to obtain or meet.

Section 4.0 Receipt Requirement

Any and all costs of attending approved training must be supported by detailed receipts and such receipts shall be provided to the Executive Director. For training attended by the Executive Director, such documentation shall be provided to the Board Chairperson. Reimbursement will not be provided for unsupported costs.

Section 5.0 Per Diem Rates

The PHA shall adhere to the United States General Services Administration’s per diem rates for lodging and meal costs, with an exception for lodging at the conference hotel at the conference rate. Reimbursement will not be provided for lodging and/or meal costs which exceed these identified rates.

Section 6.0 Out-of-State Training

Out-of-state training typically will not be approved unless the seminar/conference to be attended, or its substantial equivalent, is not offered within the State of New Jersey during the required timeframe. Moreover, out-of-state training shall not be approved where the Employee or Commissioner has already attended out-of-state training within the past twelve (12) months unless there is no other in-state option and the training is time-sensitive or a requirement of the job.

Section 7.0 Use of Personal Automobiles

Employees and/or Commissioners who use their own automobiles to travel for approved training shall be reimbursed at mileage rate established by the U.S. Internal Revenue Service. However, such individuals will be personally liable for any motor vehicle violations committed during such travel.

Section 8.0 Reimbursable Expenses

The following costs of attending approved training seminars/conferences shall be eligible for reimbursement:

- A. Conference Registration
- B. Conference Attendance
- C. Transportation (when transportation is by reasonable means)
- D. Gasoline, Tolls, and Parking
- E. Lodging (room sharing preferred)
- F. Meals (including gratuities as long as they are within [GSA limits](#))
- G. Business Expenses (telephone calls, photocopying costs, mailing costs, etc.)

Personal entertainment and alcohol are non-reimbursable expenses. The PHA shall not be responsible for any liability flowing from the consumption of alcohol. As a best practice, Employees should put items that are non-reimbursable expenses on a separate receipt.

Section 9.0 Expense Approval

An itemization of all costs of attending approved training seminars/conferences and supporting receipts shall be attached to the [PHA Travel and Training Expense Reimbursement form](#) submitted to the Executive Director within fifteen (15) days of return. The Executive Director shall review all submitted documentation and provide a recommendation to the Board of Commissioners as to the amount to be reimbursed. All reimbursements shall be subject to approval by the Board of Commissioners.

For travel by the Executive Director, all supporting documentation shall be attached to the [PHA Travel and Training Expense Reimbursement form](#) and submitted to the Board Chairperson within fifteen (15) days of return. The Board Chairperson shall review all submitted documentation and provide a recommendation to the Board of Commissioners as to the amount to be reimbursed. All reimbursements shall be subject to approval by the Board of Commissioners.

Any and all travel reimbursement checks must be signed by two authorized signatories, neither of whom shall be the individual who is receiving the check.

Appendix A - PHA Travel and Training: Employee Expense Request form



179 Spruce Circle, Princeton, NJ 08540

Phone: (609) 924-3448
Fax: (609) 924-1663

Employee Expense Request form

Employee Travel or Training Expense Information

Name	
Date Submitted	
Conference/Course Attendance Fee	\$
Roundtrip Transportation (Air/Train/Bus)	\$
Car Rental OR Gas Reimbursement (\$0.67/mile)	\$
Tolls	\$
Lodging (\$107*)	\$
Food \$70/day max (\$15B/\$20L/\$35D)	\$
Reason for Training	
PHA Job Requirements that will be met after completion of conference/course	


** If lodging is unavailable at or below federal limits, please speak to the Executive Director for assistance.*

Approval Information – OFFICE USE ONLY

Board Approval Date	
Resolution Number	
Reviewer Name	
Review Date	
Accounting GL Code	
Accounting Note(s)	
Approval Signatures	1st: 2nd:

Appendix B - PHA Travel and Training: Expense Reimbursement form

Approval Information – OFFICE USE ONLY	
Approver Name	
Receipts Attached?	
Total Approved (\$)	
Approval Date	
Accounting GL Code	
Accounting Note(s)	
Approval Signature	
Check Amount (\$)	
Check Date	
Check Number	



PRINCETON HOUSING AUTHORITY

179 Spruce Circle, Princeton, NJ 08540

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Travel and Training Expense Reimbursement Form

Employee Information

Name	
Date	
Total Requested (\$)	

Expense Information
Complete for each receipt and attach receipts to this form

1. Transportation	
Expense Amount (\$) and Description	
2. Accommodations	
Expense Amount (\$) and Description	
3. Meals	
Expense Amount (\$) and Description	
4. Conference/Training	
Expense Amount (\$) and Description	

Course Synopsis and Recommendation

Course Name	Synopsis and Review (include recommendation to PHA Board to keep or remove from PHA Staff training)

PHA Travel and Training Policy: **Travel Expense Reimbursement Form** (2024-07-31)

Reimbursement Form (2024-07-31)