

## COUNCIL ON HOUSING TRAVEL & REIMBURSEMENT POLICY

### PURPOSE

- To provide expense reimbursement procedures consistent with Delaware State Housing Authority's (DSHA) Travel Policy and the uniform policy for reimbursement of expenses established by the Division of Professional Regulation.

### REIMBURSEMENT POLICY

- Council Members are eligible to be reimbursed for necessary expenses associated with Council meetings, including travel.
- Council Members shall be reimbursed for registration fees and other reasonable expenses associated with participation in in-state housing-related conferences, workshops and/or training.
- With the exception of mileage, receipts must accompany all reimbursement requests.
- Out of state travel or expenses will not be reimbursed without prior approval.
- The maximum reimbursement for a Council Member shall not exceed \$50.00 per meeting and not more than \$500.00 per year (FY).

### REIMBURSEMENT PROCEDURE

- Council Members must fill out the Council on Housing Reimbursement Form and submit to DSHA's Deputy Director's office for review and payment.
- Reimbursement requests must be submitted within fifteen (15) days of completion of travel or other expenses.

ltb

Created: 6/10/08

Eff. 7/1/08