

**PITTSBURGH LAND BANK TRAVEL POLICY**

**SECTION 1. PURPOSE AND APPLICABILITY.** This Travel Policy (the "Policy") shall apply to every member of the Pittsburgh Land Bank (PLB) and all officers and employees thereof ("Traveler"). The purpose of this Policy is to provide clarity and guidance on travel conducted for PLB business purposes and to ensure the appropriate financial parameters for such travel.

**SECTION 2. TRAVEL.**

**a. Payment of Travel.** In instances where the PLB is not directly paying for travel related expenses and the Traveler incurs these expenses personally, the PLB will reimburse all reasonable expenses related to transportation, registration or admission, lodging, and meals that were incurred by any Traveler as a result of the performance of their official duties. All official travel shall be properly authorized, reported and, where in-line with this policy, reimbursed. Under no circumstances shall expenses for personal travel be charged to, or temporarily funded by, the PLB. It is the Traveler's responsibility to report their travel expenses in a responsible and ethical manner, in accordance with this policy.

- i. **Advance:** Travel advances based on estimated costs of airfare, lodging, meals and other costs associated with the trip may be provided to Traveler(s) provided written request has been submitted at least 10 business days prior to travel. Documentation must be provided post-travel per the terms in this policy to reconcile the advance with actual expenses incurred.

**b. Transportation Expenses.** Travelers may use various available means to travel for business purposes, including using their private vehicle, if it is less expensive than renting a car, taking a bus, train, airplane, or using alternative transportation. Generally, the Traveler should look to find the most efficient and cost-effective means of transportation that reasonably meet the travel schedule requirements. When using their private vehicle, the Traveler will be reimbursed parking, tolls, and mileage at the prevailing standard mileage reimbursement rate as set by the Internal Revenue Service at the time the travel occurs. When flying, the PLB only reimburses for the cost of a coach fare. Travelers will use due diligence to obtain the lowest cost for travel expenses.

**c. Lodging Expenses.** The PLB will reimburse for the direct dates of lodging, including room rate, taxes, and applicable fees when staying overnight is necessary for conducting PLB business. The PLB will not reimburse for personal expenses, including incidentals, associated with lodging. The cost of any lodging that is not directly necessary to conduct PLB business is the responsibility of the Traveler.

**d. Meal Expenses.** The PLB will provide a per diem based on the prevailing geographically-specific rates to where the travel occurs. Meals which are provided as part of the business proceedings will be deducted from the provided per diem at the same rate. Full day travel which departs before 12noon will receive a full per diem rate, and a half-day rate will be provided when departing after 12noon. The PLB does not reimburse for alcohol.

**e. Documentation.**

i. **Travel Expense Voucher.** A travel expense voucher reporting all expenses pertaining to a particular approved trip must be submitted to the Treasurer of the PLB within 45 days of the end of the trip.

The travel expense voucher should include:

1. Date and time of departure from and return to the office of the PLB or traveler's residence;
2. Purpose of the travel or the nature of the business benefit derived as a result of the travel;
3. Whether or not the expenses incurred during the travel were pre-approved; and
4. The amount of each expenditure, listed by date and location.

ii. **Receipts.** The original of the following receipts must be submitted along with the travel expense voucher:

1. All travel tickets (i.e. airline tickets, train tickets, rental car agreement);
2. All itemized meal receipts (i.e. signed credit card slips or payment stubs); and
3. All lodging receipts (i.e. hotel, motel receipts).

iii. **Final Approval.** The Treasurer shall review each travel expense voucher in order to ensure that the traveler has provided adequate substantiation and to determine whether the expenses listed therein are reasonable. The Treasurer may require a traveler to submit additional substantiation and, if the Treasurer finds a particular expense to be unreasonable (either as to amount or purpose), the Treasurer may deny reimbursement of the expense or reduce the amount of the reimbursement for such expense. In instances where the Treasurer seeks approval for his or her own travel expenses, the Chairman shall review the travel expense voucher and make the determinations set forth in this subsection (iii) of section 4(c).

**f. Miscellaneous**

**i. Travel with Family Members.** In instances where a family member accompanies the Traveler, all costs related to the family member are the personal responsibility of the Traveler.

**ii. Other Expenses.** Any additional expenses incurred and not specified under the reimbursable expenses are not covered.

**iii. Exceptions.** Any exception for any travel expense must be requested in writing and submitted to the Chair for approval prior to incurring the expense.