

 <p style="text-align: center;">GUAM HOUSING AND URBAN RENEWAL AUTHORITY</p> <p style="text-align: center;"><i>Standard Operating Procedures</i></p>	No. SOP – 009	Issued: January 9, 2024
	Prepared by:  Fernando B. Esteves Deputy Director	
Approved by:  Elizabeth F. Napoli Executive Director		
Title: TRAVEL SOP	Authority: Resolution #FY2024-005	
Effective Date: 01/9/24		<i>Supersedes all previous Travel Procedures</i>

I. PURPOSE

- A. To set forth guidelines for the Guam Housing and Urban Renewal Authority (“GHURA”) Authorized Travelers. Travel shall be in the best interests of GHURA. Examples include, but are not limited to the following: travel for training purposes; travel to attend meetings or conferences; travel to make presentations; travel to off-island cities or agencies to review housing-related programs; and travel as a result of being elected as an officer in a professional organization.
- B. To prescribe GHURA’s payment procedures for travel advances or reimbursement for reasonable and necessary expenses incurred by authorized travelers. Every effort shall be made to minimize travel costs. All travel will be subject to the availability of funds in approved budgets.
- C. To ensure no authorized traveler shall be required to personally assume business expenses during official travel, if it can be avoided, under existing laws and regulations. Transportation expenses may be reimbursed in accordance with **Section V - Allowable Transportation Expenses**.

II. STATEMENT OF POLICY

- A. It is the policy of the Guam Housing and Urban Renewal Authority that travel policies and procedures must promote transparency and prudence;
- B. Travel policies and procedures shall apply to GHURA Board of Commissioners, employees, legal counsel, consultants, and/or GHURA residents who travel on behalf of the Authority;

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- C. All travel must be related to, or on behalf of, GHURA;
- D. Travel must be in the best interests of GHURA;
- E. All travel expenses funded through Federal grants and/or programs shall conform to requirements and cost principles required under 2 CFR 200;
- F. Travel funded by local funds shall conform to all local laws, regulations, rules, and guidance;
- G. Travel advances, and/or reimbursements, shall be reasonable and necessary in the course of authorized travel, and shall be processed in accordance with Standard Operating Procedures;
- H. Travel shall not exceed budget authorizations, unless previously approved by the Board of Commissioners;
- I. All travelers within ten (10) working days from the day of return to work, shall submit an itemized statement of account that shall be prescribed in the Standard Operating Procedures;
- J. Travel Expense Reports shall be reported to the Board of Commissioners;
- K. Respective of individual or group travel on official business off-island, a trip report shall be made and presented to the Board of Commissioners in a Regular Board Meeting;
- L. The Executive Director shall be responsible for the development, approval, and Publication of the Travel Standard Operating Procedures.

III. **DEFINITIONS**

As used in this SOP, the following definitions will apply:

A. **Authorized Traveler**

GHURA commissioners, employees, legal counsel, consultants, or residents traveling for or on behalf of GHURA.

B. **Baggage**

Baggage is the number of allowable luggage as set forth by the airlines, in addition to GHURA property necessary for the purposes of the official traveler.

C. Per Diem

A specified amount of money which is authorized on a per day basis to cover personal expenditures of travel in accordance with U. S. Department of Housing Urban Development ("HUD") regulations (**Appendix A - as updated**). Per diem shall consist of two components, which includes:

1. Lodging
2. Meals / Incidentals-

Incidentals are defined to include: tips to waiters; porters; baggage men; bellboys; hotel servants; telegrams; and official telecommunication services (e.g., faxes, e-mails, Internet services, telephone calls).

D. Per Diem Allowance

Per diem allowance shall not exceed the allowable federal per diem rates. Refer to (**Appendix A – as updated**) to establish the respective per diem allowances per state and market destination.

IV. DIVISION HEAD'S RESPONSIBILITIES

A. Each division head (i.e., manager or administrator) shall ensure that all training requests have cleared budget/funding availability and incorporates the four (4) justification dimensions:

1. Identification of Training (Who, What, Where, When, Why)
2. Cost Benefit (Cost impact to GHURA, expected return to GHURA)
3. Implementation (Explain the plan on how GHURA will receive the expected returns)
4. Results/Evaluation (Explain what and how metrics were used)

B. Each division head shall be held responsible to ensure that all travel requests, implementation plans, and travel and trip expenditure reports

are completed and accounted for in a timely manner.

- C. The division head shall ensure that the employee's travel accommodations are arranged. This is inclusive of training reservations, airline tickets, hotel reservations, confirmation of training, etc.
- D. The division head shall ensure that Purchase Order(s) are requested in a timely manner for all travel related expenses and/or advances made to the authorized traveler(s).

V. AUTHORITY TO TRAVEL

- A. Prior approval is an integral part of this travel procedure and shall be in compliance with the federal Fair Labor Standards Act (FLSA) requirements.

- B. Authorization

Each off-island trip requires justification by the division head, and approval by the Executive Director. Justification of the expenses shall be *reasonable, ordinary and necessary*.

- C. Airline Transportation

Economy-class travel is required for authorized travelers. Business/First-class accommodations are allowable only when economy-class accommodations are not available based on flight availability, or as recommended by the authorized traveler's physician noting the medical need for a business/first-class seat. If an authorized traveler chooses to upgrade their fare, it shall be at the sole-personal expense of the traveler for any cost above the base fare.

The Procurement Division shall obtain flight quotations from available airlines, and will select the most economical or efficient route of travel available and shall be responsible to procure the acquisition of the airline ticket.

- D. Per-Diem Allowance and Travel Days

Prior to departure, any authorized traveler on official business and away from the designated post of duty, shall receive an advance per diem equal to the Lodging and Meal/Incidental expense rates established by the Federal government (**Appendix A – as updated**) and multiplied by the

number of days of authorized official travel.

E. Computation of Allowable Travel Time

1. On direct flights, to the Hawaiian Islands, the authorized traveler shall be allowed (1) day each of travel time to and from the location. For example, if the traveler's training begins on Thursday, then the traveler may depart on the preceding Wednesday. Per diem will be allocated accordingly.
2. On direct flights to the Continental United States ("CONUS"), the authorized traveler may be allowed to leave one (1) additional day to become acclimated. For example, if the authorized traveler's training begins on Wednesday, then the authorized traveler may depart on the preceding Monday. Per diem will be allocated accordingly.

3. Rest Period

The Executive Director may authorize a rest period, not in excess of 24 hours, at either an intermediate point, or at the authorized traveler's destination if:

- 1) Either the authorized traveler's origin or destination point is CONUS;
 - 2) The authorized traveler's scheduled flight time, including stopovers, exceeds 14 hours;
 - 3) Travel is by a direct, or usually traveled route.
4. When a rest period is authorized, the applicable per diem rate is the rate of the rest stop location.
 5. All other allowable travel time and destinations shall be determined on a case-by-case basis by the Executive Director.
 6. On flights that require overnight layovers, travelers will be permitted the full per diem of lodging, meals, and incidentals.

F. Allowable Transportation Expenses

1. Reasonable travel expenses may include such items as: taxi, rideshare, bus fares; the actual cost of tunnel tolls; parking fees;

and miscellaneous transportation expenses necessary to the performance of official business while in travel status. The traveler may request for an advance of \$200.00 for transportation costs. Otherwise, the traveler may be reimbursed, provided receipts are submitted for expenses.

2. Car rental expenses may also be an allowable transportation expense provided it is submitted with the original request, and it is amply justified and determined to be "reasonable and necessary or advantageous" to GHURA when an employee uses the vehicle for official GHURA business. A traveler may be reimbursed for car rental expenses provided the Executive Director has determined that the car rental was "reasonable and necessary or advantageous" to GHURA. Justifications must be reasonable in cost and be necessary or advantageous to GHURA by considering distances and travel times between locations (e.g. lodging, airport, and event).
2. Official excess baggage may also be reimbursed based on approved receipts. The official excess baggage must be related to GHURA property (i.e. books, manuals, etc.) and may be sent at the traveler's discretion.

G. Conferences, Seminars, Conventions, Workshops

Attendance by GHURA officials and employees at off-island conferences, conventions, and committee meetings of organizations having a broad interest in GHURA activities at a national, regional, or local level may be authorized. Also, attendance at off-island training conferences, seminars, institutes, or workshop meetings may be authorized if these meetings afford the conferees an opportunity to discuss and exchange new ideas for improving operational efficiency or techniques with respect to GHURA's activities. To serve as a member in any off-island membership position must be pre-approved in writing by the Executive Director.

VI. REPORTING REQUIREMENTS:

Attendees to conferences, seminars, conventions and workshops must submit a travel report within ten (10) working days to the Executive Director. The travel report must include: 1) Training items that were discussed, including training facilitators name and subject; 2) Practical and beneficial impact to GHURA; 3) Implementation and timeline of how the new training concepts, ideas, programs will be applied; and 4) What tangible results GHURA can expect to realize as a

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result of the training. In addition, the traveler must be prepared to provide turnaround training to staff, when appropriate.

VII. FINANCIAL REPORTING AND REIMBURSEMENT FOR ACTUAL EXPENSES AND EXCESS ALLOWANCES

Within ten (10) working days following the return from official travel, an authorized traveler must submit an itemized statement of account (**Appendix B – Travel Expense Report**) supported by receipts of actual expenses incurred for lodging, meals, incidentals, and transportation expenses actually incurred on official business during the period of official travel, to the Fiscal Division. An affidavit in lieu of receipts for lodging, meals and incidentals may be accepted for expenses less than \$50.00 per day. An affidavit, however, should be used judiciously and only under mitigating circumstances justifying why actual receipts cannot be documented and accounted for.

- A. If the advances of the per diem allowance and miscellaneous expense allowance are less than the traveler’s actual authorized expenses, then they may be reimbursed the amount of their actual expenses that exceeded the per diem allowance provided the costs are reasonable, ordinary and necessary, and in accordance with 2 CFR 200.
- B. Conversely, if documented transportation expenses are less than advanced amounts, *the traveler must return the difference to GHURA*. The employee shall reimburse GHURA the excessive amount at the time the itemized statement of account (i.e., Expense Report) is submitted.
- C. Failure to submit a travel report and travel expense report within ten (10) working days from the date of return, may result in disciplinary measures and/or actions against the traveler, and the traveler’s division head. The Division Head shall be responsible for monitoring the submittal of both the written and expense reports and shall provide a written report to the Human Resources Division on any employee returning from official travel who is in non-compliance with the reporting deadlines. A Letter of reprimand shall be prepared and issued to the traveler. (**Appendix C**)

VIII. REPORTING TO BOARD OF COMMISSIONERS

- A. All authorized travelers must submit a copy of both the travel expense and written report to the GHURA Board of Commissioners. Travelers may be required to attend a Board of Commissioners meeting to debrief and address any questions the Commissioners may have.