



Town of Troy Travel Policy

This policy covers all employees, elected officials, and appointed officials traveling for Town business. Travel must be pre-approved by their supervisor, the Town Administrator, the Board of Selectman, or be a required in-person training for their job-duties.

The Town will upon submittal of an approved expense report by the traveling individual:

-Reimburse the traveler for mileage if they use their own vehicle at the current IRS mileage rate. Mileage will be calculated from Troy Town Hall (16 Central Square) to the destination and back. No receipt required. Mileage verified by google maps or similar on-line resource by the Town employee approving the expense report.

-Reimburse the traveler for any paid parking and tolls between Troy Town Hall (16 Central Square) and the destination. Receipts/printouts required.

-For any overnight travel, reimburse the traveler for lodging if the approved travel is for multiple days AND over 50 miles from Troy Town Hall (16 Central Square). The Town will only reimburse up to the amount for a standard room at the lodging facility. If the traveler books a more expensive room, the Town will only reimburse the amount of a standard room. Receipts/printouts required.

-For any overnight travel, reimburse the traveler for meals and incidental expenses (M&IE) at the current per diem CONUS rate in effect for the US Government. If any meals are provided through the lodging facility, as part of the rate paid or included as part of the event/training, the traveler shall deduct the corresponding meal amount from the daily M&IE according to the following chart. On the first day and last day of travel, 75% of the daily M&IE rate will be paid. No further deduction for any meals provided is required. No receipt required.

M&IE breakdowns for continental U.S. (CONUS)

M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$59	\$13	\$15	\$26	\$5	\$44.25

(CONUS rate at the time of adoption, September 2024. The Town will reimburse based on the current rate at the time of travel.)

Adopted: September 5, 2024

Troy Board of Selectmen

TJ Chasse, Chairman

Curtis Hopkins, Selectman

Richard Thackston III, Selectman