

# City of Westfield Travel Policy

This policy provides guidelines and establishes procedures for all City, School, and Gas & Electric employees who incur City-related travel expenses. It is the intent of the City to allow for adequate accommodations for individuals who are required to travel on City business. It is also expected that these individuals will use discretion and good judgment in spending City funds. The City Auditor reserves the right to reject any reimbursement which does not follow the Travel Policy guidelines or is not documented.

The purpose of this policy is to ensure all employees have a clear and consistent understanding of the policy and procedures for travel-related expenses and to provide guidance regarding what expense types are, and are not, allowed while traveling for City business.

The City will reimburse employees for all reasonable and necessary expenses that follow this policy while traveling on authorized City business. The City assumes no obligation to reimburse employees for expenses that are not in compliance with the policy or for travel that was not preapproved. Employees and management are responsible for expense management and any misrepresentation of expenses or misapplication/noncompliance with the policy may be subject to delay or withholding of reimbursement. Exceptions, deviation or reimbursement of expenses not in compliance with this policy require prior approval from the Auditor.

## **Travel Approval**

All travel is undertaken with the approval of the appropriate department head or departmental authority. Current contractual obligations that supersede any of the policies will prevail.

All travel approval and reimbursement requests must include:

- Continuing Education Approval Form: This form obtained from the personnel department must be fully completed and signed by the employee, department manager and the personnel director for all City employees, but are not required for School or Gas & Electric employees.
- Travel Agenda: The agenda should include the travel dates, including all destinations, conference, meeting and/or training descriptions, and any other pertinent information about the travel plans.

## **Reimbursement**

The employee is required to submit a Travel Expense Voucher for reimbursement in a timely manner for review and approval by management. A Mileage Log form should also be included for any reimbursable travel using a personal vehicle. Generally, the submission time should occur no later than thirty (30) days after the end of the travel expense incurred. All expenses are required to be submitted under one expense voucher and not split between 2 or more requests. All approvers are responsible for reviewing expense vouchers for accuracy and compliance with the policy.

Personal credit cards belonging to employee (must have an employee name on the account) may be used for reimbursable City-related travel expenses. Employees will not be reimbursed for any fees or

late charges on personal credit cards. If using personal credit card, credit card payment must match employee who is requesting reimbursement payment.

## **REIMBURSABLE TRAVEL EXPENSES**

---

### **Transportation**

#### 1. City-issued Vehicles

- Employees traveling on City business in a City-issued vehicle are entitled to reimbursement for gas and parking, but not mileage reimbursement. Original itemized receipts must be provided for all expenses.
- Employees are responsible for all fines related to parking or moving violations issued while traveling on City business. **Absolutely no exceptions will be made.**

#### 2. Personal Vehicles

- Mileage will be reimbursed at the current mileage rate set by the IRS.
- A log listing the starting (the address of the building where you normally work) and destination address, odometer mileage in/out, and total miles, or an online map search must be provided that shows the starting and destination address and total miles. Include mileage only, do not include an actual map.
- For interschool travel – mileage is paid according to the attached chart.
- Tolls and parking expenses will be reimbursed upon submission of original itemized receipts.

#### 3. Air Travel

Whenever possible, airline reservations should be made as far in advance as possible to take advantage of available discount fares and to/from the closest airport to Westfield city hall and the destination unless written proof of significant savings to the city.

- **Class of Service:** All domestic airline tickets must be in coach/economy class of service. If an employee wishes to travel First Class, he/she will be requested to pay the difference between the two fares and must provide documentation of the two different fares. All receipts are required.
- **Lowest Logical Airfare:** Employees must use the lowest logical airfare when making airline reservations. Lowest logical airfare takes into account the following circumstances:
  - Flights with connections or stopovers
  - Nonrefundable tickets
  - Advance purchase (preferably greater than 21 days)
- The City will reimburse airline baggage fees for one bag per traveler with itemized receipts.
- **Upgrades and Additional Fees for Air Travel:** With the exception of baggage fees, all other upgrades, such as extra leg room or seat selection, at the expense of the City are not permitted and will not be reimbursed. An upgrade is allowed if the ticket cost does not exceed the lowest coach class airfare available.

- Denied Boarding Compensation: Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconvenience due to overbooking, flight cancellation, changes of equipment, etc. Employees may volunteer for denied boarding compensation only if the delay in the trip will not cause an increase in the cost of the trip.
- Lost Baggage: The responsibility for retrieving and compensating for lost baggage resides with the airlines. The City will not reimburse employees for personal items lost while traveling on business.
- Airport Parking: Employees should take advantage of less expensive parking alternatives including long-term and off-site parking when available. Short-term terminal parking should only be used in circumstances where there is a bona fide necessity due to excessive cost. In all cases, the availability of airport shuttle services should be considered and used whenever possible. The cost of taxis and car services should be compared to the cost of parking and lower cost alternative should be chosen if business needs allow.

#### 4. Ground Transportation

- Employees should use the most economical mode of transportation to and from airports and those employees traveling to the same location should share ground transportation whenever possible.
- The use of taxis and car services are encouraged for local travel where no other more economical means of transportation is available (i.e., subway or shuttle) or for short-term trips where ground transportation is anticipated to be only required for the trip to and from the airport and hotel. The reimbursement is equal to the actual fare, tolls, extra charges for luggage, passengers, and a maximum of 15% tip.
- Taxis or car services used to commute to the workplace or from the workplace to an employee's home residence will not be reimbursed by the City.

#### **Lodging**

Hotel accommodations shall be reimbursed at a rate not to exceed 15% above the GSA hotel rate for single occupancy. The city does not pay for spouse's accommodations or meals, nor will it reimburse for suites or deluxe accommodations.

The City will reimburse for one night preceding a conference **only** if the conference is more than 80 miles away from Westfield city hall **and** the conference has a start time of 8:00am or earlier. Any additional accommodation made due to air travel reservations must be substantiated to show the cost benefit to the City. **The same rule applies for hotel stays if the conference spans more than one day. Exceptions can be made for attendance for required evening activities. Please check with Audit first.**

Original detailed receipts received at the end of a hotel stay must be presented. Only providing copies of confirmations/reservations (either through the hotel or a travel service such as Expedia), or copies of credit card statements will not be accepted.

The employee is responsible for reviewing and disputing any billing errors or discrepancies on hotel invoices.

### **Meals**

The City of Westfield follows the U.S. General Services Administration (GSA) guidelines for Meals & Incidentals (M&IE), however, the City does not reimburse for incidentals. The guidelines determine the maximum amount per day at M&IE per diem rates that an employee will be reimbursed for meal expenses including tax and gratuities.

**Travelers will only be reimbursed for *original itemized* receipts submitted, which support the actual expenditures, not to exceed the per diem allowance.** Gratuities must be shown on the receipt, and reimbursement will not exceed 15% of the pre-tax total. Handwritten tip amounts must be collaborated with a copy of the credit card statement or print out of the credit card transaction.

State Law Chapter 44 Section 58 will NOT allow reimbursement for alcoholic beverages.

- The M&IE per diem rate for each calendar day is determined by the location where lodging was obtained for the night while in travel status. On the day of return, the M&IE per diem rate where you spent the night before returning home should be used.
- On the first and last day of travel, 75% of the full-day M&IE per diem rate (less incidentals) will be reimbursable to travelers.
- Averaging of meal expenses over a day or among days is not permitted.
- Travelers are only allowed 75% of the per diem allowance (less incidentals) for travel that does not require an overnight stay
- Meals covered by a conference fee will not be reimbursed, therefore, it is required that conference agendas be submitted showing included meals.
- Do not highlight or tape over printing on original receipts as it will erase the ink from certain types of receipt papers. Also, do not black out any items on a receipt to allow for any recalculations needed to separate out items that are non-reimbursable.
- **Reimbursements requested without a receipt or with a non-itemized receipt will**

**be denied.** To find the M&IE total and breakdown by meal for travel in the continental U.S.:

1. Determine the location where you will be while on official travel.
2. Look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)
3. On the results page, click Meals & Incidentals (M&IE) Rates to jump to the M&IE rates table.

I'm interested in:

[Lodging Rates](#)

[Meals & Incidentals \(M&IE\) Rates](#)

[New Search](#)

Example:

### M&IE Breakdown FY 2022

M&IE Total <sup>1</sup>	Continental Breakfast/ Breakfast <sup>2</sup>	Lunch <sup>2</sup>	Dinner <sup>2</sup>	Incidental Expenses	First & Last Day of Travel <sup>3</sup>
\$59	\$13	\$15	\$26	\$5	\$44.25

<sup>1</sup>This column lists the full daily amount employees receive for a single calendar day of travel when that day is neither the first nor last day of travel. The Incidental Expenses amount should be subtracted from this amount.

<sup>2</sup>**The separate amounts for breakfast, lunch and dinner listed in the chart are the limits for each meal. The M&IE Total (less the incidental expenses amount) is provided only as a reference for the maximum reimbursement amount per day.** In the above example, the maximum amount allowed for dinner (including meals tax and tip) would be \$26. It is not allowable to submit only a receipt for dinner and be reimbursed for the daily total of \$54.

<sup>3</sup>This column lists the amount employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent. Since the City does not pay for Incidental Expenses, however, the First & Last Day of Travel allowance would be \$40.50 (\$54 x 75%).

### **Other Reimbursable Expenses**

- Parking and Tolls: Employees will be reimbursed for any necessary parking and toll charges incurred for valid business reasons. Original receipts must be submitted with the expense voucher.
- Tipping and Gratuities: Tipping and gratuities for services will be reimbursed at a maximum of 15% of the pre-tax total. Handwritten tip amounts must be collaborated with a copy of the credit card statement or print out of the credit card transaction. Original itemized receipts must be submitted with the expense voucher.

### **Non-Reimbursable Expenses**

The following is a list of expenses, although not all-inclusive, that are not reimbursable:

- Accelerated Travel Programs (i.e. TSA Pre-Check)
- Airline club membership fees, dues or upgrade coupon
- Air phone usage
- Alcohol
- Annual credit card fees or dues
- Costs for spouses or children
- Delivery of food from services such as Door Dash, GrubHub, etc
- Donations to charity
- Excessive tips (in excess of 15% of the cost of meal or services, excluding tax)
- Gasoline from personal car usage

- Gift cards
- Hardware, software and telecom equipment or accessories
- Health club, fitness facilities and membership fees to exercise facilities or social/country clubs
- Hotel room service, pay-per-view movies, video games, mini bar items and/or safe rental
- Lost cash, personal items and valuables
- Lost tickets
- Loyalty or Rewards program membership fees
- Luggage or briefcases
- Parking tickets and traffic fines
- Personal articles (i.e. health and beauty, toiletries, magazines or newspapers)
- Personal entertainment
- Personal telephone calls
- **Personal Points used for purchase of airline tickets, rentals cars or hotel stays, etc.**
- Purchase of clothing
- Snacks or food purchased separately to make a meal
- Souvenirs or personal gifts
- Spa services
- Tobacco
- Travel, flight or rental car insurance
- Upgrade fees on airline and other types of travel tickets

**Failure to comply with the abovementioned restrictions will result in the City Auditor declining reimbursement of charges.** If there is uncertainty about a particular expense, check with auditing before incurring the expense.

### **Receipts and Proofs of Payment**

When receipts are available, no other proofs of payment are required. A receipt is any document that contains the following five IRS-required elements:

1. Name of vendor (*person or company you paid*)
2. Transaction date (*when you paid*)
3. Detailed description of goods or services purchased (*what you bought*)
4. Amount paid
5. Form of payment (*how you paid – cash, check, or last four digits of credit card*)

Provide a proof of payment only if no receipt is available. Proof is needed only when a receipt has been lost or was not provided by the merchant and there is no other way to demonstrate that you incurred a business-related expense. Please provide the below information along with a Certificate of Lost / Missing Receipt.

- Cleared check – obliterate the bank routing and account numbers printed on the bottom of the check, leaving any numbers in the lower right corner visible. Check the endorsement side of the

check and obliterate any legible numbers. Most cleared checks are available as scanned images from your online bank account.

- Credit card or Bank statement – obliterate cardholder address, account number, summary of account information (payment due, balance, etc.) and all other details not relevant to the particular transaction for which reimbursement is requested. Information must be fully redacted.

**CITY OF WESTFIELD  
TRAVEL EXPENSE VOUCHER**

<b>Make check payable to:</b>		Vendor # _____ PO # _____ <b>**DO NOT HIGHLIGHT RECEIPTS**</b>	(A/P USE ONLY) Invoice #: _____
Name _____	Date of Request _____		
Address _____	Full Travel Period		
City, St, Zip _____	From: _____ To: _____		

**Purpose & Location of Trip:**

Date	Carrier Expense (Air, Rail, etc.)	Ground (Taxi, Uber, Shuttle)	Personal Transportation Vehicle			Parking & Tolls	Lodging	Meals	Seminar / Conference or other Registration	Miscellaneous*	Total Expenses
			Total Mileage (Complete Log on Back)	IRS Rate	Total Mileage Reimb. Amount						

<p><u>*Explanation of Miscellaneous Expenses:</u></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total Expenses</td> <td style="width: 20px;">_____</td> </tr> <tr> <td style="text-align: right;">Authorized</td> <td style="text-align: right;">AUDIT USE</td> </tr> <tr> <td style="text-align: right;">Reimbursement</td> <td style="text-align: right;">← ONLY</td> </tr> <tr> <td colspan="2" style="text-align: center;">Account to be Charged:</td> </tr> <tr> <td colspan="2" style="text-align: center;">_____</td> </tr> </table>	Total Expenses	_____	Authorized	AUDIT USE	Reimbursement	← ONLY	Account to be Charged:		_____	
Total Expenses	_____										
Authorized	AUDIT USE										
Reimbursement	← ONLY										
Account to be Charged:											
_____											

<p>I hereby certify that this Travel Expense Voucher is in accordance with the policies and procedures of the City of Westfield. All receipts included are original.</p>	<p align="center">Dept. Head/Approving Manager Name</p>
<p>Employee Signature _____ Date _____</p>	<p>Dept. Head/Approving Manager Signature _____ Date _____</p>

VOUCHER NUMBER



# City of Westfield

## Certificate of Lost / Missing Receipt

Use as backup documentation when original itemized receipt is not available.

Employee Name	Date of Receipt
Vendor Name	Total Cost

Description of Expense and Business Purpose
---

**NOTE: A form of proof of payment must be submitted, e.g., a credit card statement or cancelled check**

I incurred the expense as described above and have lost, misplaced, or did not receive the receipt. I am submitting this affidavit in lieu of the missing receipt.

I certify that these are accurate and proper charges for costs incurred while on official City business and that I have not previously requested nor will I again request reimbursement for these expenses, nor will reimbursement of this expense be sought or accepted from any other source.

---

Employee's Signature

---

Date

**CITY OF WESTFIELD**  
**INTER-DEPARTMENT MILEAGE CHART**

	CITY HALL	BARNES AIRPORT	FIRE DEPT CENTRAL HQ	FIRE DEPT LITTLE RIVER	FIRE DEPT NORTH SIDE	G & E 100 ELM	G & E OPS CENTER	PARK & REC	POLICE HQ	SENIOR CENTER	TECH CENTER	TWISS ST TRANSFER STATION	WATER SACKETT ST
CITY HALL		3.6	CH-3FS: .7 FS-3CH: .5	3.0	2.5	0.5	3.0	0.3	0.2	1.2	3.5	CH-3TS: 2.6 TS-3CH: 2.9	0.8
BARNES AIRPORT	3.6		3.8	5.2	1.3	3.1	2.6	3.8	3.5	3.9	0.2	2.6	3.2
FIRE DEPT CENTRAL HQ	CH-3FS: .7 FS-3CH: .5	3.8		2.6	2.3	0.3	2.8	0.7	0.5	0.9	3.2	2.5	0.8
FIRE DEPT LITTLE RIVER	3.0	5.2	2.6		4.1	2.7	5.0	3.1	2.9	2.0	5.0	4.6	3.2
FIRE DEPT NORTH SIDE	2.5	1.3	2.3	4.6		2.0	1.7	2.7	2.4	2.7	1.1	1.4	2.1
G & E 100 ELM ST	0.5	3.1	0.3	2.7	2.0		2.6	0.6	0.3	0.9	3.0	GE-3TS: 2.1 TS-3GE: 2.3	0.5
G & E OPS CENTER	3.0	2.6	2.8	5.0	1.7	2.6		3.5	3.1	3.5	2.5	1.3	2.8
PARK & REC	0.3	3.8	0.7	3.1	2.7	0.7	3.2		0.4	1.3	3.7	PR-3TS: 2.8 TS-3PR: 3.0	1.0
POLICE HQ	0.2	3.5	0.6	2.9	2.2	0.3	2.8	0.4		1.1	3.3	PH-3TS: 2.4 TS-3PH: 2.7	0.7
SENIOR CENTER	1.2	3.9	0.9	2.0	2.7	0.2	2.7	0.6	1.1		0.6	SC-3TS: 2.7 TS-3SC: 3.0	1.4
TECH CENTER	3.4	0.1	3.8	5.8	1.1	3.0	2.7	3.6	3.3	3.2		2.4	3.0
TWISS ST TRANSFER STATION	CH-3TS: 2.6 TS-3CH: 2.9	2.4	2.5	4.6	1.4	GE-3TS: 2.1 TS-3GE: 2.3	1.1	PR-3TS: 2.8 TS-3PR: 3.0	PH-3TS: 2.4 TS-3PH: 2.7	SC-3TS: 2.7 TS-3SC: 3.0	2.2		W-3TS: 2.1 TS-3W: 2.4
WATER DEPT 28 SACKETT ST	0.8	3.2	0.8	3.2	2.1	0.5	2.6	1.0	0.7	1.4	3.0	2.5	

Source: Google Maps

## CITY OF WESTFIELD INTER-SCHOOL MILEAGE CHART

	City Hall	Fort Meadow	Westfield River	Highland	Munger Hill	Paper Mill	So. Hampton	WIS	WMS	WHS	WTA	Angie Holme	St. Marys	Westwood WVS	Pathways /Russell Rd	RLC 1st Congr.	Central Baptist	White Oak
City Hall		0.7	0.9	0.7	3.5	3.5	2.7	3.0	0.6	2.8	0.7	0.5	0.8	1.5	2.7	0.4	0.5	5.5
Fort Meadow	0.7		1.0	1.4	3.0	3.2	2.4	2.7	1.0	2.5	1.4	1.0	0.4	1.2	3.3	0.4	0.3	5.2
Westfield River	0.9	1.0		1.3	4.1	3.5	2.7	3.0	1.4	2.8	0.4	1.4	0.8	1.5	2.3	0.9	0.7	5.5
Highland	0.7	1.4	1.3		4.3	4.2	3.4	3.6	0.9	3.5	0.9	0.9	1.5	2.2	2.0	1.2	1.3	6.3
Munger Hill	3.5	3.0	4.1	4.3		3.9	5.1	5.4	3.5	5.5	4.2	3.5	3.4	4.2	6.1	3.2	3.4	7.8
Paper Mill	3.5	3.2	3.5	4.2	3.9		3.5	3.7	3.8	3.8	3.8	3.8	3.0	2.5	5.7	3.2	3.0	6.1
Southampton	2.7	2.4	2.7	3.4	5.1	3.5		0.3	2.9	2.4	2.9	2.9	2.1	1.5	4.8	2.4	2.2	2.8
WIS	3.0	2.7	3.0	3.6	5.4	3.7	0.3		3.2	2.7	3.2	3.2	2.4	1.8	5.1	2.5	2.3	2.8
WMS	0.6	1.0	1.4	0.9	3.5	3.8	2.9	3.2		3.1	1.8	0.0	1.2	1.8	3.4	0.8	0.9	5.8
WHS	2.8	2.5	2.8	3.5	5.5	3.8	2.4	2.7	3.1		2.9	3.0	2.2	1.6	4.8	2.1	1.9	4.4
WTA	0.7	1.4	0.4	0.9	4.2	3.8	2.9	3.2	1.8	2.9		1.8	1.0	1.7	2.2	1.1	0.9	5.7
Angie Holmes	0.5	1.0	1.4	0.9	3.5	3.8	2.9	3.2	0.0	3.0	1.8		3.0	1.8	3.4	0.7	0.7	5.8
St. Marys	0.8	0.4	0.8	1.5	3.4	3.0	2.1	2.4	1.2		1.0	3.0		0.9	2.9	0.6	0.3	4.9
Westwood/WVS	1.5	1.2	1.5	2.2	4.2	2.5	1.5	1.8	1.8	1.6	1.7	1.8	0.9		3.3	1.2	1.0	5.0
Path/Russell Rd	2.7	3.3	2.3	2.0	6.1	5.7	4.8	5.1	3.4	4.8	2.2	3.4	2.9	3.3		3.0	2.7	7.5
RLC-1st Congr	0.4	0.4	0.9	1.2	3.2	3.2	2.4	2.5	0.8	2.1	1.1	0.7	0.6	1.2	3.0		0.5	5.2
Central Baptist	0.5	0.3	0.7	1.3	3.4	3.0	2.2	2.3	0.9	1.9	0.9	0.7	0.3	1.0	2.7	0.5		5.0
White Oak	5.5	5.2	5.5	6.3	7.8	6.1	2.8	2.8	5.8	4.4	5.7	5.8	4.9	5.0	7.5	5.2	5.0	

Source: Google Maps

**CITY OF WESTFIELD**  
**COUNCIL ON AGING MILEAGE CHART**

	CITY HALL	SENIOR CENTER	ALDI	THE ARBORS	ARROW PRESCRIP CTR	WESTFIELD ATHENAEUM	BIG Y E MAIN ST	BIG Y E SILVER ST	FOOD PANTRY	GENERAL SHEPARD APTS	HOME DEL MEAL PROGRAM	HOUSING AUTHORITY	POLISH NATL CU	PRICE RITE	STOP & SHOP	WALGREEN SE SILVER ST
CITY HALL	1.2	1.2	A-CH: 1.8 CH-A:1.5	0.2	2.0	0.4	1.9	BY-CH:1.0 CH-BY: .8	1.2	0.6	0.2	0.9	0.7	1.7	0.5	0.8
SENIOR CENTER	1.2	1.2	A-SC: .8 SC-A: .6	1.3	2.1	WA-SC:1.3 SC-WA: .9	1.0	0.8	0.7	0.9	HD-SC:1.2 SC-HD: .9	0.5	0.5	0.8	0.8	0.6
ALDI	CH-A:1.5 A-CH: 1.8	SC-A: .6 A-SC: .8	A-TA:1.8 TA-A:1.5	TA-A:1.5 A-TA:1.8	AP-A:2.5 A-AP:2.8	WA-A:1.4 A-WA:1.5	0.5	BY-A:1.3 A-BY:1.6	FP-A:1.0 A-FP:1.3	GS-A:1.2 A-GS:1.5	1.6	HA-A:1.1 A-HA:1.4	PN-A:.9 A-PN:1.2	0.3	SS-A:1.1 A-SS:1.4	W-A:1.2 A-W:1.5
THE ARBORS	0.2	1.3	A-TA:1.8 TA-A:1.5	1.9	1.9	WA-TA: .2 TA-WA: .5	1.9	0.8	1.2	0.6	0.2	0.9	0.7	1.7	0.5	0.8
ARROW PRESCRIP CTR	2.0	2.1	A-AP:2.8 AP-A:2.5	1.9	1.9	WA-AP:2.0 AP-WA:1.7	3.0	2.2	1.5	1.6	1.8	2.5	1.8	2.8	1.8	2.2
WESTFIELD ATHENAEUM	0.4	SC-WA: .9 WA-SC:1.3	A-WA:1.5 WA-A:1.4	TA-WA: .5 WA-TA: .2	AP-WA:1.7 WA-AP:2.0	0.4	BY-WA:1.7 WA-BY:1.9	0.8	FP-WA: .7 WA-FP:1.2	GS-WA: .3 WA-GS: .6	HD-WA: .5 WA-HD: .3	0.8	PN-WA: .4 WA-PN: .6	PR-WA:1.5 WA-PR:1.7	SS-WA: .3 WA-SS: .5	0.7
BIG Y - E MAIN ST	1.9	1.0	0.5	1.9	3.0	WA-BY:1.9 BY-WA:1.7	1.8	1.8	1.5	1.6	HD-BY:2.0 BY-HD:1.7	1.6	1.3	0.2	1.5	1.6
BIG Y - E SILVER ST	CH-BY: .8 BY-CH:1.0	0.8	A-BY:1.6 BY-A:1.3	0.8	2.2	0.8	1.8	1.2	1.2	0.9	0.9	0.3	0.9	1.6	0.6	N/A
FOOD PANTRY - MEADOW ST	1.2	0.7	A-FP:1.3 FP-A:1.0	1.2	1.5	WA-FP:1.2 FP-WA: .7	1.5	1.2	0.4	0.4	1.1	1.0	0.3	1.3	0.8	1.1
GENERAL SHEPARD APTS	0.6	0.9	A-GS:1.5 GS-A:1.2	0.6	1.6	WA-GS: .6 GS-WA: .3	1.6	0.9	0.4	0.4	0.4	1.0	0.4	1.5	0.3	0.8
HOME DELIVERED MEAL PROGRAM	0.2	SC-HD: .9 HD-SC:1.2	1.6	0.2	1.8	WA-HD: .3 HD-WA: .5	BY-HD:1.7 HD-BY:2.0	0.9	1.1	0.4	0.4	1.1	0.7	1.8	0.6	0.8
HOUSING AUTHORITY	0.9	0.5	A-HA:1.4 HA-A:1.1	0.9	2.5	0.8	1.6	0.3	1.0	1.0	1.1	0.7	0.7	1.3	0.7	0.3
POLISH NATIONAL CU	0.7	0.5	A-PN:1.2 PN-A:.9	0.7	1.8	WA-PN: .6 PN-WA: .4	1.3	0.9	0.3	0.4	0.7	0.7	1.1	0.3	0.8	
PRICE RITE	1.7	0.8	0.3	1.7	2.8	WA-PR:1.7 PR-WA:1.5	0.2	1.6	1.3	1.5	1.3	1.1	1.3	1.3	1.5	
STOP & SHOP	0.5	0.8	A-SS:1.4 SS-A:1.1	0.5	1.8	WA-SS: .5 SS-WA: .3	1.5	0.6	0.8	0.3	0.6	0.7	0.3	1.3	0.5	
WALGREENS E SILVER ST	0.8	0.6	A-W:1.5 W-A:1.2	0.8	2.2	0.7	1.6	N/A	1.1	0.8	0.8	0.3	0.8	1.5	0.5	

Source: Google Maps