

## **Valleywise Health Administrative Policy & Procedure**

**Effective Date:** 06/17

**Reviewed Dates:** 06/19

**Revision Dates:**

**Policy #: 99109 G – Governance**

**Policy Title: Travel and Travel Reimbursement**

**Scope:**  **District Governance (G)**  
 **System-Wide (S)**  
 **Division (D)**  
 **Multi-Division (MD)**  
 **Department (T)**  
 **Multi-Department (MT)**  
 **FQHC (F)**

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### **Policy:**

Members of the Board of Directors shall serve without compensation; however, in accordance with A.R.S. § 48-5505, each is allowed necessary travel and incidental expenses actually incurred in performing official District business. This includes reimbursement to and from Board pre-approved educational conferences and seminars.

### **Procedure:**

1. Travel expenses will be charged against the Board Office cost center.
2. Travel expenses for educational conferences or seminars need Board approval prior to travel. Travel expenses include commercial transportation, mileage, lodging, conference registration fees, and meals and incidentals.
3. The Board Office should be notified immediately of any cancellations.
4. All air transportation, lodging accommodation, and conference registration must be made through the Board Office. The Board Office will reserve and pre-pay air transportation, lodging accommodations, and any conference or seminar fees after the Board approved the travel expense.

5. Air travel is limited to locations outside of Arizona. Airline tickets will be booked as early as possible to obtain lower pricing and using the lowest available coach class airfare while attempting to meet reasonable needs such as avoidance of multiple connecting flights and lengthy layovers. No more than two (2) Board members will be booked on the same flight.
6. Rental car reservation may be made by the Board Office in advance when out of state, however, rental cars are not paid for in advance and are considered a reimbursable expense. The use of a rented car must only be used when other means of transportation are unavailable and not as a matter of personal convenience. Car rentals will be intermediate-size cars or smaller. Rental cars should be refueled prior to return to avoid refueling surcharges. Gas purchased when using a rental car is reimbursable with receipts.
7. Travel by personal vehicle is permitted for out of state travel in lieu of air travel. Mileage will be reimbursed at the current IRS standard mileage rate up to the amount of the lowest priced roundtrip commercial air option available at the time of travel. When more than one Board member is traveling by the same personal vehicle to a board approved conference or seminar, only one mileage reimbursement may be allowed.
8. If a Board member is involved in a motor vehicle accident while using their personal vehicle on District business, damage to a Board member's vehicle is not covered by the District's auto insurance. The District does not pay any out of pocket expenses for physical damage or any portion of a Board member's deductible.
9. Repairs made to personal vehicles will not be reimbursed by the District.
10. When a conference is held at a hotel, such hotel shall be used for lodging when possible. Travel discounts for conference attendees may have been negotiated by the sponsoring organization. The Board Office will take advantage of these when possible.
11. Meals and incidental expenses shall not exceed the amounts published by the GSA and will follow the GSA guidelines for travel days; which will be reimbursed at 75% of the determined rate. Meals and incidentals reimbursements will not be made when an overnight stay is not needed or when the location is less than 50 miles from the departure point (Board member's residence).
12. Baggage fees, airport parking and taxi cab fare are considered a reimbursable expense.
13. Reimbursement requests shall be made within 30 days of travel.

14. Any expenses incurred over the Board approved amount are the personal responsibility of the respective Board Member.
15. The District will not reimburse expenses incurred by a spouse and/or guest in connection with travel of Board member
16. Non-reimbursable expenses include:
  - Tips (that is included in meals and incidentals rates)
  - In room movies, spa or resort services or fees, laundry or dry cleaning costs
  - Alcoholic beverages (both in-flight and during travel)
  - In flight movies
  - Traffic or parking fines
  - Trip and auto insurance
  - Theft, loss or damage to personal property
  - Child care expenses
  - Air, hotel, and auto upgrade fees

**References:** Payment Authorization Form

**Valleywise Health Policy & Procedure - Approval Sheet**  
(Before submitting, fill out COMPLETELY.)

**POLICY RESPONSIBLE PARTY:** Maricopa County Special Health Care District  
Board of Directors

**DEVELOPMENT TEAM(S):** Clerk's Office

**Policy #:** 99109 G – Governance

**Policy Title:** Travel and Travel Reimbursement

**e-Signers:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

**Place an X on the right side of applicable description:**

**New -**

**Retire -**

**Reviewed - X**

**Revised with Minor Changes -**

**Revised with Major Changes -**

**Please list revisions made below:** (Other than grammatical changes or name and date changes)

**Reviewed and Approved by in Addition to Responsible Party and E-Signer(s):**

**Committee:** N/A

**Committee:** N/A

**Committee:** N/A

**Reviewed for HR:** N/A

**Reviewed for EPIC:** N/A

**Other:** N/A

**Other:** N/A

**Other:** N/A