

Valleywise Health Administrative Policy & Statement

Effective Date: 11/17

Reviewed Dates: 00/00

Revision Dates: 12/19

Policy #: 89100 F

Policy Title: Valleywise Community Health Centers Governing Council
Travel and Travel Expense Reimbursement

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

Policy:

Members of the Valleywise Community Health Centers Governing Council (Council) shall serve without compensation; however, each Council member is allowed reimbursement of Council approved travel expenses.

Procedure:

1. Travel expenses will be charged against the Council's Office cost center. If expenses exceed the annual amount budgeted for travel; the Council must approve the excess expenses.
2. Travel expenses for educational conferences or seminars need Council approval prior to travel. Travel expenses include commercial transportation, mileage, lodging, conference registration fees, and meals and incidentals.
3. The Council Office should be notified immediately of any cancellations.
4. All air transportation, lodging accommodation, and conference registration must be made through the Council Office. The Council Office will reserve and pre-pay air transportation, lodging accommodations, and any conference or seminar fees after the Council approves the travel expense. A copy of this policy and any cancellation notice requirements will be provided to the Council member in advance to any expenditures being made. The Council member will also receive a copy of the travel itinerary.

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) Council members will be booked on the same flight.
6. Rental car reservation may be made by the Council 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. The Maricopa County Special Health Care District's Risk Management Insurance and Self-Insurance Plan provides coverage to employees while traveling on company business. Therefore, optional rental car insurance should be declined when offered through the rental car office.
7. Travel by personal vehicle is permitted for out of state travel in lieu of air travel. Mileage will be reimbursed at the current Internal Revenue Service (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 Council member is traveling by the same personal vehicle to a Council approved conference or seminar, only one mileage reimbursement may be allowed.
8. If a Council member is involved in a motor vehicle accident while using their personal vehicle on District business, damage to a Council 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 Council 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 Council Office will take advantage of these when possible.
11. Meals and incidental expenses shall not exceed the amounts published by the U.S. General Services Administration (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 (Council member's residence).
12. Baggage fees, airport parking and taxicab fare are considered a reimbursable expense.

13. Reimbursement requests shall be made within 30 days of travel.
14. Any expenses incurred over the Council approved amount are the personal responsibility of the respective Council member.
15. The District will not reimburse expenses incurred by a spouse and/or guest in connection with travel of Council 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
 - Rental car insurance
 - Theft, loss or damage to personal property
 - Childcare expenses
 - Air, hotel, and auto upgrade fees
17. Council members may be asked to submit or present to the Council, a report on the results of their travel within fifteen working days of their return. The report may include but not limited to:
 - A listing of any workshops, seminars, presentations, speeches or other sessions attended with descriptions of information gathered
 - A listing of presentations made with a description of information presented
 - A listing of individuals or groups with whom the Council members met while traveling including subjects addressed at the meeting and any outcome of the meeting.

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

POLICY RESPONSIBLE PARTY: Valleywise Community Health Centers
Governing Council

DEVELOPMENT TEAM(S): Clerk's Office

Policy #: 89100 F

Policy Title: Valleywise Community Health Centers Governing Council
Travel and Travel Reimbursement Policy

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

Place an X on the right side of applicable description:

New -

Retire -

Reviewed -

Revised with Minor Changes - X

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: 00/00

Committee: 00/00

Committee: 00/00

Reviewed for HR: 00/00

Reviewed for EPIC: 00/00

Other: 00/00

Other: 00/00

Other: 00/00