

Valleywise Health Administrative Policy & Procedure

Effective Date: 05/17

Reviewed Dates: 05/19

Revision Dates: 03/21

Policy #: 99108 G – Governance

Policy Title: Mileage Reimbursement

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

Policy:

Members of the Board of Directors shall serve without compensation; however, in accordance with A.R.S. § 48-5505, each Board Director is allowed necessary incidental expenses actually incurred in performing official District business. This includes reimbursement of any Board Directors' mileage.

Procedure:

1. On an annual basis, Board Directors will need to complete a Payment Authorization Form, selecting the option(s) to receive mileage reimbursement. Reimbursement will be paid on the first pay period of the following month.
2. Mileage reimbursements will be charged against the Board Office cost center.
3. Mileage will be reimbursed at the prevailing Internal Revenue Service standard mileage rate for business.
4. The designated point of departure and return for mileage purposes is the Board Director's home.

5. Board Directors will need to provide the following details to the Board Office within 30 days of the date of travel: the date of travel, the purpose of the meeting, the address of the destination, and total round trip miles. The Board Office staff will compile the information and submit to Accounts Payable for reimbursement.
6. Board Directors are responsible for maintaining their personal vehicle insurance as required by Arizona law.
7. If a Board Director is involved in a motor vehicle accident while using their personal vehicle on District business, damage to a Board Director'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 Director's deductible.
8. Repairs made to personal vehicles will not be reimbursed by the District.

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 #: 99108 G – Governance

Policy Title: Mileage 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 -

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: 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