

Valleywise Health Administrative Policy & Procedure

Effective Date: 06/17

Reviewed Dates: 06/19

Revision Dates: 4/21

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)

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 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. Board Office staff should be notified immediately of any cancellations.
4. All air transportation, lodging accommodation, and conference registration must be made through the Board Office. Board Office staff will reserve and pre-pay air transportation, lodging accommodations, and any conference or seminar fees after the travel expense is approved by the Board .

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 Directors will be booked on the same flight.
6. Rental car reservation may be made by Board Office staff 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 Internal Revenue Service 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 Director is traveling by the same personal vehicle to a Board approved conference or seminar, only one mileage reimbursement will be allowed.
8. 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.
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. Board Office staff will take advantage of these when possible.
11. Meals and incidental expenses shall not exceed the amounts published by the 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 (Board Director's residence).
12. Baggage fees, airport parking and taxicab fare/ride-sharing services are considered reimbursable expenses.
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 Director.
15. The District will not reimburse expenses incurred by a spouse and/or guest in connection with travel of Board Director.
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
 - Childcare expenses
 - Air, hotel, and auto upgrade fees

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 -

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