

Valleywise Health Administrative Policy & Procedure

Effective Date: 10/17

Reviewed Dates: 09/20, 08/22

Revision Dates: 06/19

Policy #: 89101 F

Policy Title: Mileage and Transportation 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 shall serve without compensation; however, in accordance with the Health Resources and Services Administration (HRSA) Compliance Manual, Chapter 20 Board Composition, permits the health center to reimburse Council members for reasonable expenses actually incurred by reason of their participation in Council activities. Each Council member is allowed reimbursement of mileage to and from Valleywise Community Health Centers Governing Council meetings, committee meetings, and meetings with District staff members. In addition, Council members who have a financial impediment and have no means of transportation shall receive reimbursement for transportation services.

Procedure:

1. Reimbursement will be paid on the first pay period of the following month.
2. Mileage reimbursements will be charged against the Valleywise Community Health Centers Governing Council 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 Council member's home or the actual point of departure, whichever is closer.

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5. Council members will need to provide the following details to the Council Office within 30 days of the date of travel: the date of travel, the purpose of the meeting, the destination, and total round-trip miles. The Council Office will compile the information and submit for reimbursement.
6. Council members are responsible for maintaining their personal vehicle insurance as required by Arizona law.
7. If a Council member is involved in a motor vehicle accident while using his/her 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.
8. Repairs made to personal vehicles will not be reimbursed by the District.
9. Council members who demonstrate a financial impediment and have no means of transportation, shall receive reimbursement for transportation services. A financial impediment shall be defined as a Council member from a family with an annual family income less than \$10,000 or if the member is a single person with an annual income less than \$7,000. Transportation services to be considered for reimbursement shall include: bus, light rail. Reimbursement shall follow the same process as discussed in the preceding lines.

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 #: 89101 F

Policy Title: Mileage and Transportation Reimbursement

e-Signers: Melanie Talbot

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: 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