

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

**Effective Date:** 05/17

**Reviewed Dates:** 05/19

**Revision Dates:** 03/21, 02/23

**Policy #: 99108 G – Governance**

**Policy Title: Board Member Mileage 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 Maricopa County Special Health Care District (District) Board of Directors (Board) shall serve without compensation; however, in accordance with A.R.S. § 48-5505, each Board member is allowed necessary incidental expenses actually incurred in performing official District business. This includes reimbursement of any Board members mileage.

### **Procedure:**

1. On an annual basis, Board members 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 Healthcare District Board 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 member's home or the actual point of departure, whichever is closer.

5. Board members will need to provide the following details to the Clerk's Office within 30 days of travel: the date of travel, the purpose of the meeting, the address of the destination, and total round-trip miles. Staff will compile the information and submit to Accounts Payable for reimbursement.
6. Board members are responsible for maintaining their personal vehicle insurance as required by Arizona law.
7. 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.
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:** Melanie Talbot, Chief Governance Officer and Clerk of the Board

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

**Policy #:** 99108 G – Governance

**Policy Title:** Board Member 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: Maricopa County Special Health Care District Board of Directors	02/23