

Valleywise Health Administrative Policy & Statement

Effective Date: 11/17

Reviewed Dates: 00/00

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Policy #: 89100 T

Policy Title: Governing Council Member Conference and Travel Expenses

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

Purpose:

To outline the procedures when Valleywise Community Health Centers Governing Council (Governing Council) members attend a conference both in and out of state.

Procedure:

1. Conference and travel expenses will be charged against the Governing Council's cost center. Each fiscal year, the Governing Council approves a budget for conference and travel expenses.
2. Conference registration expenditures need Governing Council approval. Registration will be completed by the Clerk of the Board.
3. Travel expenses need Governing Council approval. Expenses include airline transportation, mileage, lodging accommodations, and meals and incidentals (M&IE). Travel arrangements must be completed by the Clerk of the Board.
4. The Clerk of the Board will reserve and pre-pay for airline transportation and lodging accommodations once the Governing Council approves the expense. The respective Governing Council member will receive a travel itinerary.
5. All cancellation notice requirements will be provided to the Governing Council member.

6. Governing Council members need to immediately notify the Clerk of the Board if they need to cancel their travel plans or are unable to attend a conference.
7. Airline transportation 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) Governing Council members will be booked on the same flight.
8. Rental car reservation may be made by the Clerk of the Board in advance when the Governing Council member is traveling 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. Rental cars 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 (District) 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.
9. Travel by personal vehicle is permitted for out of state travel in lieu of airline transportation. Mileage will be reimbursed at the current Internal Revenue Service (IRS) standard mileage rate, up to the amount of the lowest priced roundtrip airline transportation option available at the time of travel. When more than one Governing Council member is traveling by the same personal vehicle to a conference, only one mileage reimbursement is allowed.
10. If a Governing Council member is involved in a motor vehicle accident while using their personal vehicle on District business, damage to a Governing 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 Governing Council member's deductible.
11. Repairs made to personal vehicles will not be reimbursed by the District.
12. When an out of state conference is held at a hotel, such hotel shall be used for lodging accommodations when possible. Travel discounts for conference attendees may have been negotiated by the sponsoring organization. The Clerk of the Board will take advantage of these when possible.

13. Meals and incidental expenses (M&IE) include but is not limited to food, gratuities for servers, baggage handlers, and hotel staff. M&IE per diem 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. M&IE per diem will not be made when an overnight stay is not needed or when the location is less than 50 miles from the departure point (Governing Council member's residence).
14. Baggage fees, airport parking and taxicab fare/ride sharing services are considered a reimbursable expense.
15. Reimbursement requests shall be made within 30 days of travel.
16. Any expenses incurred over the Governing Council approved amount are the personal responsibility of the respective Governing Council member.
17. The District will not reimburse expenses incurred by a spouse and/or guest in connection with travel of Governing Council member.
18. Non-reimbursable expenses include:
 - Tips (that is included in M&IE per diem)
 - 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
19. Governing Council members may be asked to submit or present to the Council, a report on the results of their travel within 30 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 Governing Council member met while traveling, including subjects addressed at the meeting and any outcome of the meeting.