

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

**Effective Date:** 10/17

**Reviewed Dates:** 09/20, 08/22

**Revision Dates:** 06/19, 04/23, 06/24

**Policy #: 89101 T**

**Policy Title: Governing Council Members Mileage and Transportation Reimbursement**

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

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### **Policy:**

Members of the Valleywise Community Health Centers Governing Council (Governing Council) shall serve without compensation. However, Health Resources and Services Administration (HRSA) permits the health center program to reimburse Governing Council members for reasonable expenses actually incurred by reason of their participation in Governing Council activities, including reimbursement for miles driven to and from Governing Council meetings, or reimbursement for public transportation such as bus or light rail, to and from Governing Council meetings.

Reimbursement for taxis or ride sharing services such as Uber and Lyft, to and from Governing Council meetings may be made on a case-by-case basis when access to public transportation is more than one mile from a Governing Council member's home, and there is a financial need as defined by HRSA\*, or a health condition. Reimbursement will be limited to one roundtrip ride per month.

### **Procedure:**

1. Mileage and transportation reimbursements will be charged against the Governing Council Office cost center's mileage reimbursement budget.
2. Mileage and transportation reimbursements will be paid on the first pay period of the following month.

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 or transportation reimbursement, is the Governing Council member's home or the actual point of departure, whichever is closer.
5. For mileage reimbursement, Governing Council members must complete Form #43999 - Request for Mileage Reimbursement and submit it to the Governing Council Office staff within 30 days of the date of travel. The Governing Council Office staff will submit the form to accounts payable for reimbursement.
6. For public transportation reimbursement, Governing Council members must submit the receipts to the Governing Council Office staff within 30 days of the date of travel. The Governing Council Office staff will submit the receipts along with a check request to accounts payable for reimbursement.
7. For taxis or ride sharing services, the Financial/Medical Attestation form will need to be submitted to the Clerk of the Board for approval by the Federally Qualified Health Centers' Chief Executive Officer.
8. Governing Council members are responsible for maintaining their personal vehicle insurance as required by Arizona law.
9. If a Governing Council member is involved in a motor vehicle accident while using his/her 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.
10. Repairs made to personal vehicles will not be reimbursed by the District.

**References:** Form #43999 Request for Mileage Reimbursement

\* HRSA Compliance Manual, Chapter 20, footnote 6: Family with an annual income less than \$10,000 or a single person with an annual income less than \$7,000.