

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

**Effective Date:** 06/17

**Reviewed Dates:** 06/19

**Revision Dates:** 04/21, 03/23, 03/25

**Policy #: 99109 G – Governance**

**Policy Title: Board Member Conference Expenses and Travel 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 travel and incidental expenses actually incurred in performing official District business.

### **Procedure:**

1. Conference and travel expenses will be charged against the Healthcare District Board cost center.
2. Conference registration fees need Board approval. Registration must be completed by Healthcare District Board Office staff.
3. Travel expenses need Board approval. Expenses include airline transportation, mileage, lodging accommodations, and meals and incidental expenses (M&IE). Travel arrangements must be completed by Healthcare District Board Office staff.
4. Healthcare District Board Office staff will reserve and pre-pay for airline transportation and lodging accommodations once the Board approves the expense.

5. Board members will immediately notify Healthcare District Board Office staff if they need to cancel their travel plans or are unable to attend a conference.
6. 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) Board members will be booked on the same flight.
7. Rental car reservation may be made by Healthcare District Board Office staff in advance when 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. 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. The District's 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.
8. 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 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 Board member is traveling by the same personal vehicle to a conference, only one mileage reimbursement will be allowed.
9. 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.
10. Repairs made to personal vehicles will not be reimbursed by the District.
11. 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. Healthcare District Board Office staff will take advantage of these when possible.
12. M&IE include but is not limited to food, gratuities for services, baggage handlers, and hotel staff. M&IE per diem 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. 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 (Board member's residence).

13. Baggage fees, airport parking and taxicab fare/ride-sharing services are considered reimbursable expenses.
14. Reimbursement requests shall be made within 30 days of travel.
15. Any expenses incurred over the Board approved amount are the personal responsibility of the respective Board member.
16. The District will not reimburse expenses incurred by a spouse and/or guest in connection with travel of Board member.
17. 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
  - Theft, loss or damage to personal property
  - Childcare expenses
  - Air, hotel, and auto upgrade fees