

POLICIES AND PROCEDURE MANUAL

Chapter:	Finance		
Section:	Travel		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/> Version: 2.0 Page: 1 of 3	Review Cycle: Annually Author: Chief Financial Officer	Adopted Date: 02.04.2014 Review Date: 07.11.2017 Revision Eff. Date:	Related Policies: Financial Management

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Purpose

Mid-State Health Network (MSHN) recognizes that employees, students, volunteers and Board members may be required to travel on behalf of MSHN. It is the intent of MSHN to provide for the reasonable expenses associated with that travel.

Policy

It is the policy of Mid-State Health Network (MSHN) that all reasonable expenses for official travel will be reimbursed in accordance with State and Federal laws and the guidelines set forth below. It is recognized that exceptions are on occasion, necessary. Such exceptions shall be approved, in advance, when possible, by the Chief Executive Officer (CEO).

- A. All individuals are required to drive their own automobile in the course of their employment. Employees will be reimbursed at IRS Mileage Rate. Mileage will generally be computed from the employee's "official station" (OS) and shall be based on MapQuest calculations. No transportation cost will be allowed between an employee's residence and the OS. When an employee originates work at a location other than their OS, mileage shall be reimbursed if the difference to the destination is greater than the distance to the OS. Reimbursement shall be based on the "lesser rule" in calculating the difference from travel to the OS. The OS of a Board member or volunteer is determined to be their home and reimbursement shall be calculated from that starting location.
- B. Should employees/Board members/volunteers attend pre-authorized meetings, conference, conventions, or seminars on behalf of MSHN, the following shall apply:
 1. Travel by private automobile shall be reimbursed at the IRS mileage rate, provided reimbursement shall not exceed tourist air fare, plus an allowance to and from the airport.
 2. If travel is by common carrier, tourist fare will be reimbursed if receipts have been retained and submitted with the expense report.

Reimbursement for meals plus tip will be allowed while traveling out-of-town to/ from or at the place of any meeting, conference, seminar, or convention not to exceed the daily amount established the Internal Revenue Service (IRS). Meals for internal departmental meetings are not covered unless prior approval is given by the CEO. Such allowance shall be on a "per meal" basis and are not to exceed three in one day. Detailed receipts are required to be reimbursed (Credit slips not detailing items purchased are not acceptable). Claims for reimbursement of conference expenses (other than mileage and meals) must be supported with adequate documentation (receipts) for reimbursement to

be made. Documentation must include proof of payment: detailed credit card statement; original receipt from conference stating amount paid; or copy of personal check with registration documentation.

4. Tolls and telephone expense will be reimbursed when it is necessary as part of the trip on behalf of MSHN; taxi fare is reimbursable only if the trip was made by common carrier.
 5. Parking fees during the conference, convention, seminar, or meeting will be reimbursed if receipts are retained and submitted with the expense report.
- C. Expense reports shall be submitted to the Chief Financial Officer (CFO) for payment after the appropriate Supervisor approvals and following the convention, conference, seminar, or meeting attended by the employee. A short explanation of each expense must accompany the expense report, along with receipts.
- D. Expense Not Reimbursed: MSHN does not reimburse expenses which are not pertinent to required travel unless specific advanced approval has been obtained in writing from the CEO, and may include but is not limited to.
1. Mileage from the employee's home to and from work.
 2. Expenses associated with speeding or parking violations.
 3. Alcoholic beverages.
- E. Expense submitted greater than 60 days: All reimbursement requests must be submitted within 60 days of the travel expense being incurred or the amount must be paid through the payroll system and will be considered taxable income (federal tax withheld and FICA taxes withheld from your travel reimbursement). Per the IRS Publication 463, "Travel, Entertainment, Gift, and Car Expenses," employees must adequately account to MSHN for travel expenses within a reasonable period of time or the amount becomes taxable. A reasonable period of time is defined as adequately accounting for your expenses within 60 days of them being incurred. In order to meet this time line, travel reimbursement must be submitted within 60 days of incurring.

Applies to:

- ☒ All Mid-State Health Network Staff
- ☐ Selected MSHN Staff, as follows:
- ☐ MSHN's CMHSP Participants: ☐ Policy Only ☐ Policy and Procedure
- ☐ Other: Sub-contract Providers

Definitions:

CMHSP: Community Mental Health Service Program

Official Station (OS): An employee's "official station" is the site where more than 50% of their official duties are performed. Some employees, with variable assignments, may have a daily OS assignment, which is defined based on their established work schedule. For the purpose of this policy, the OS for Board members or volunteers is the address provided on their employment forms (or home).

Lesser Rule: When travel from an employee's home to an alternate work location, or from an alternate location to home, transportation expenses must be reimbursed at the current mileage rate using the lesser of:

- 1) Mileage between the employee's home and the alternate work location, or
- 2) Mileage between the employee's official station and the alternate work location.

CEO: Chief Executive Officer

CFO: Chief Financial Officer

References/Legal Authority

IRS Mileage Rates: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>

Change Log:

Date of Change	Description of Change	Responsible Party
02.04.2014	New policy	Chief Financial Officer
11.06.2015	Policy update	Chief Financial Officer
03.20.17	Policy update	Chief Financial Officer