



**America's Essential Hospitals/Essential Hospitals Institute
Volunteer Travel Policy
2014 Board Meetings**

Because America's Essential Hospitals is a not-for-profit organization, volunteer leaders are asked keep this in mind when they make their travel arrangements which are reimbursed by the association.

In general, America's Essential Hospitals/Essential Hospitals Institute will reimburse the following expenses: economy class airfare/train, hotel room and tax, meals and ground transportation. We will NOT reimburse for dry cleaning/laundry service, movies/ entertainment or fitness center fees.

HOTEL _____

Hotel Accommodations

America's Essential Hospitals will pay for up to three (3) nights (room and tax only) on our master account for Vital2014 and up to two (2) nights for the Spring and Fall Board Meetings.

Hotel Reservations

1. For each meeting, volunteers will be provided directions for making their hotel reservations and encouraged to complete them as soon as possible. Regardless of the length of your stay, association staff will make arrangements for billing the number of nights outlined above to the Association's Master Account. Additional nights will be your responsibility.
2. All incidentals will be charged to the volunteer's personal charge card, which should be provided to the hotel upon check-in.
3. If a cancellation is necessary, the volunteer's office is responsible for contacting America's Essential Hospitals at least three days prior to the meeting. Otherwise, the volunteer's organization will be responsible for any room charges America's Essential Hospitals/Essential Hospitals Institute may incur.
4. Early reservations are encouraged in order to assure availability at the conference hotel.

AIR/GROUND TRANSPORTATION _____

Up to \$1,000 is allowed for airfare (or train) and ground transportation expenses. This allowance is based on booking economy class tickets. Travel plans that exceed this amount must be cleared with Association staff in advance of completing your reservation. Mileage for use of personal cars will be reimbursed at the current IRS rate in effect at the time of the travel.

Transportation Reservations

Airfare, train, car rentals and/or shuttle reservations are made directly by the volunteer's office.

MEALS

During the conference period, volunteer members are reimbursed for meals not covered by the meeting.

REIMBURSEMENT

Within 30 days of volunteer's return from travel, an America's Essential Hospitals/Essential Hospitals Institute Travel Expense Report must be submitted to the Association for reimbursement. Because IRS regulations require that all expense reimbursements be substantiated, itemized receipts must be attached to the Travel Expense Form and signed by the originator. This form should be e-mailed to the attention of the Senior Meetings Manager. The Association will reimburse travel expenses within two weeks of receiving the Travel Expense Form. Regretfully, we will not reimburse for expenses received more than 30 days from travel.