



America's Essential Hospitals

VOLUNTEER TRAVEL POLICY

HOTEL

America's Essential Hospitals will pay up to one (1) night (for room and tax only) on the America's Essential Hospitals master account for the education committee's annual in-person meeting.

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, America's Essential Hospitals staff will make arrangements for billing the number of nights outlined above to the America's Essential Hospitals 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 (3) days prior to the meeting. Otherwise, the volunteer's organization will be responsible for any room charges America's Essential Hospitals may incur.
4. Early reservations are encouraged in order to assure availability at the conference hotel.

AIR/GROUND TRANSPORTATION

Travel Stipends

Up to \$1,000 is allowed for airfare (or train) and ground transportation expenses.

Transportation Reservations

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

MEALS

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

REIMBURSEMENT

Within 14 days of member's return from travel, an America's Essential Hospitals expense report must be submitted to America's Essential Hospitals for reimbursement. Because IRS regulation require that all expense reimbursements be substantiated, original receipts should be attached to the form and signed by the originator. This form should be emailed to the attention of Katherine Susman (ksusman@essentialhospitals.org). America's Essential Hospitals will reimburse travel expenses within 2 weeks of receiving the form. Regrettably, requests for reimbursement will not be acknowledged if submitted beyond 30-days of the meeting.