



America's Essential Hospitals/Essential Hospitals Institute Travel Policy

Because America's Essential Hospitals is a not-for-profit organization, volunteer leaders and paid consultants are asked keep this in mind when they make 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 charges or fitness center fees.

HOTEL

Hotel Reservations

1. For each meeting, volunteers and paid consultants 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 traveler's personal charge card, which should be provided to the hotel upon check-in.
3. If a cancellation is necessary, the traveler's office is responsible for contacting America's Essential Hospitals at least three days prior to the meeting. Otherwise, the traveler or their 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

Travel plans that exceed the specified reimbursement 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, and ground transportation reservations are made directly by the traveler's office.

MEALS

During the conference period, volunteers and paid consultants will be reimbursed for meals not served as part of the meeting.

REIMBURSEMENT

Within 30 days of 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, original receipts or copies of receipts for expenses should be attached to the Travel Expense Form and signed by the originator. This form should be 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.