

Approved By: Board of Directors	Adopted Date: Unknown
Distribution: All Staff	Revision 11/98, 12/99, 11/00, 12/00, 01/02, Date(s): 01/03, 1/12, 04/18
Category: Administration and Governance	Reviewed Date(s):

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PURPOSE:

To provide guidelines for the reimbursement of staff who are required to travel during the course of business for Open Door Community Health Centers (ODCHC).

POLICY:

Any employee whose employment with ODCHC requires travel by private automobile, whether or not reimbursement is requested or granted for such travel, must provide ODCHC's Human Resources Department with a copy of their valid driver's license and current motor vehicle insurance coverage. No mileage reimbursement will be made to employees who do not have current copies of these documents on file.

For standard pre-approved travel between clinics, the following guidelines for reimbursement will be followed:

- Travel by private car is reimbursed by the mile, from the employee's usual place of work.
- Lodging expenses are reimbursed only with receipts and prior approval. ODCHC maintains accounts at selected hotels in Crescent City, McKinleyville and Eureka. Contact Human Resources for details.
 - Overnight lodging may be approved under the following circumstances:
 - If the employee is working the following day or;
 - If the employee would not arrive home prior to 8:00pm on the day that lodging is requested.
 - Meals are reimbursed at State of California rates with receipts, when the following conditions are met:
 - Breakfast when travel begins before 6am.
 - Lunch when travel occurs between 11am and 2pm.
 - Dinner when travel occurs after 6pm.
 - If no receipts are provided, the maximum reimbursement per 24 hour period is \$41.00.

For other travel, the following guidelines will be followed, after travel has been approved in advance by submitting an Expenditure Authorization & Check Request Form (ODCHC Form# 57) for authorization.

- Airline travel must be booked as far in advance as possible and at the lowest possible rate.
- Travel by private automobile is reimbursed by the mile, from the employee's usual place of work.
- Where several employees are traveling to the same destination, it is expected that they will work together to minimize the cost to the health center by carpooling, sharing taxis, etc. Lodging expenses are reimbursed only with receipts. Wherever feasible, employees should obtain lodging at establishments offering discounted rates favorable for the area.
- Meals are reimbursed at State of California rates, when the following conditions are met:
 - Breakfast when travel begins before 6am.
 - Lunch when travel occurs between 11am and 2pm.
 - Dinner when travel occurs after 6pm.
- If no receipts are provided, the maximum reimbursement per 24 hour period is \$41.00.

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- Reimbursement will not be made for meals otherwise provided during travel (on airplanes, at meetings or conferences, etc.)
- When travel includes a complete 24 hour period, the traveler is not limited to the specified rate for each individual meal, but to the daily total.

To receive reimbursement for travel expenses, an employee must provide a copy of the approved ODCHC Form 057 Expenditure Authorization & Check Request, and attach all receipts. Travel related mileage reimbursement for health center business should be submitted with the employee's time card. Submit a claim on those expenses that you paid personally. If another person paid for the group's meals or lodging, do not submit that expense.

Questions about travel expense claims should be directed to your supervisor.

REFERENCES:

None

ASSOCIATED DOCUMENTS:

ODCHC OPS.011 (Retired)

ODCHC Form #57 Expenditure Authorization & Check Request

KEYWORD TAGS:

Travel, expense, reimbursement, mileage