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Department **Human Resources - AHR**
Applicabilities **System**

Travel Expense Reimbursements, AHR-121

PURPOSE:

The purpose of this policy is to outline the proper process for submitting authorized expenses for travel reimbursement.

POLICY:

TFHD will reimburse its employees and physicians for authorized expenses incurred while fulfilling their job responsibilities as employees and physicians of the District, after proper procedures are followed.

PROCEDURE:

A. Expense Reports

1. Expense reimbursements should be requested using the "Expense Report" form.
2. Expenditure receipts must be attached to the "Expense Report." Expenditures will not be reimbursed without proper documentation.
3. Expense reports are to be submitted no later than five days after each trip or every two weeks if expenses are of a recurring nature.
4. Chiefs, Department directors or managers must sign the "Expense Report" before reimbursement will be made.
5. The following details, according to IRS regulations, must be documented in order to be a viable expense:
 - a. Amount
 - b. Date

- c. Place and description of entertainment
- d. Purpose and nature of discussion
- e. Names, titles and business relationships of all persons attending
- f. Receipts are required for reimbursement and details must be written on the back of each receipt.

B. Travel Expenses consist of the following:

1. Mileage and Gas Reimbursements

- a. Mileage is reimbursed at the current IRS Mileage Reimbursement Rate for business-related travel when using a personal vehicle. This includes transportation from home or work to the airport.
- b. Normal transportation to and from work is not a reimbursable expense.
- c. An explanation of mileage or gas reimbursements is required and must include trip locations and miles traveled (MapQuest, Google Maps).
- d. If a trip of considerable distance is involved and an employee elects to drive versus fly, only the amount equivalent to an airline coach ticket will be reimbursed.

2. Car Rentals

- a. Employees and physicians should consider renting a car for out of town travel if it is less expensive than using one's own vehicle at the current reimbursement rate.
- b. Determine whether the need for a rental car exists. Is the rental a convenience or necessity? Employees should choose the most economical method of car rental (flat rate vs. mileage) when making reservations.
- c. Gas purchases will be reimbursed for rental cars and receipts must be provided.

3. Convention/Conference Registration Fees

- a. TFHD will reimburse expenses charged to employees and physicians while attending approved conventions or conferences. The District will not pay for family members to attend unless that person is an employee of the District and attends the convention/conference for professional reasons with the proper approval.

4. Hotel Expenses

- a. Advance planning must be done to secure modest accommodations.

5. Telephone Expenses

- a. Reasonable costs of long distance telephone calls and messages while traveling are reimbursable but must be described. Allowable calls include those that are necessary for District related business. When possible, please use a cellular telephone to make long distance calls due to the high cost of hotel room telephone charges.

6. Meals

- a. Per Diem meal expenses for employees and physicians traveling on District business are allowed. Per Diem meals and incidentals are reimbursed at the current daily rate published annually on GSA.gov and submitting on an "Expense Report" after the trip.
- b. In the event an employee or physician entertains for business purposes while traveling, a receipt must be submitted documenting the people in attendance and the business purpose of the expense.

7. Hospitality Expenses

- a. Hospitality charges include entertaining visitors for business purposes. Meals should be for the primary purpose of fostering positive relations for the District. Meals may not be for social or reciprocal purposes.

8. Miscellaneous Reimbursable Expenses

- a. Miscellaneous reimbursable expenses include tolls, postage, faxes, internet access, baggage handling fees, valet expenses and tips.

9. Non-reimbursable Expenses

- a. Incidentals such as personal recreation, movies, snacks and other expenses not directly related to, or necessary for, the performance of the travel assignment will not be reimbursed. This includes personal travel while on official District business, and travel expenses for family members.

C. Lost Receipts

1. A traveler who loses a receipt should seek a duplicate. When an acceptable duplicate is unobtainable, the traveler should submit a statement itemizing the expenditures listed on the "Expense Report."

Related Policies/Forms:

[Accounts Payable, AFIN-03](#), [Travel Hours Reimbursement, AHR-124](#)

Dates: 11/2015, 11/2016

Approval Signatures

Step Description	Approver	Date
	Alex MacLennan: CHRO	08/2019
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