Status Active PolicySat ID 18262437

Origination Date	01/2017	Department	Human Resources - AHR
Last Approved	07/2025	Applicabilities	System
Effective	07/2025		
Last Revised	07/2025		
Next Review	07/2028		

Travel Expense Reimbursements, AHR-121

COPY

RISK:

The risk associate with not submitting authorized expenses for travel reimbursement is the result of non-payment.

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

Copyright © 2026 Tahoe Forest Hospital District

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. Air Fare Reimbursement

   a. When traveling a significant distance by air, advance planning must be done to secure the best rate available. Airfare reservations must be booked at a minimum 14 days prior to day of travel. Upgraded seats (i.e. first class, business class, etc) are not reimbursable.

2. 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 reimbursed.

3. Car Rentals

   a. Determine whether the need for a rental car exists.

      i. Employees should chose the most economical method of car rental (flat rate vs. mileage) when making reservations.

      ii. If you are traveling with a group of employees and/or physicians, consider a rental car if it is a lower cost that a ride sharing or taxi transportation.

   b. Gas purchases will be reimbursed for rental cars receipts must be provided.

   c. All rental car requests need prior approval from their Chief before making a reservation.

4. Conventions/ Conference Registration Fees

COPY

a. TFHD will reimburse expenses charged to employees and physicians while attending approved conventions or conferences. A copy of the credit card receipt and itemized receipt is required for reimbursement. 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.

5. Hotel Expenses

    a. Advance planning must be done to secure modest accommodations. Accommodations can include, but not limited to a house rental type arrangement (i.e. - Air BnB) for a group traveling together if cost is more economical than a hotel stay.

6. Meals

    a. Per Diem meal expenses for employees and physicians traveling on District business are allowed. Alcoholic beverages are not reimbursable. Per Diem meals and incidentals are reimbursed at the current daily rate published annually on the GSA.gov website. The annual GSA rate will be based on the location you are traveling to. Your per diem meal costs can be charged to a District credit card if you are an authorized Cardholder or may be submitted with an "Expense Report" after the trip. A copy of the credit card receipt and itemized receipt must be submitted with the "Expense Report."

    b. In the event an employee or physician entertains for business purposes while traveling, a copy of the credit card receipt and an itemized 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. Alcoholic beverages are not reimbursable.

    b. The following details, according to IRS regulations, must be documented in order to be a viable expense:

        i. Amount

        ii. Date

        iii. Place and description of entertainment

        iv. Purpose and nature of discussion

        v. Names, titles, and business relationships of all persons

COPY

Copyright © 2026 Tahoe Forest Hospital District

attending

vi. Itemized Receipts and a copy of the credit card receipts are required for reimbursement and details must be written on each receipt or described in the appropriate area of the "Expense Report" form.

8. Miscellaneous Reimbursable Expenses
   a. Miscellaneous reimbursable expenses include tolls, postage, faxes, INTERNET access, baggage handling fees, parking, 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.”

COPY

Related Policies/Forms:

Accounts Payable, AFIN-03, Travel Hours Reimbursement, AHR-124

Dates: 11/2015, 11/2016

All Revision Dates

07/2025, 03/2025, 08/2023, 06/2022, 08/2019, 01/2017

Approval Signatures

Step Description	Approver	Date
	Louis Ward: COO	07/2025
	Lauren Caprio: Director of Employee & Labor Relations	07/2025
	Lauren Caprio: Director of	06/2025

Copyright © 2026 Tahoe Forest Hospital District

COPY

Copyright © 2026 Tahoe Forest Hospital District