

 MORONGO BASIN HEALTHCARE DISTRICT	DEPARTMENT / MANUAL: ADMINISTRATIVE MANUAL
ORIGINAL DATE: February 2000	REVIEW & REVISION DATES: (supersedes 288), 9/00, 12/01, 12/04, 10/07, 7/11, 6/13, 4/17
TITLE: Travel Reimbursement	APPROVED BY: ADMIN: <u><i>E. Schmall</i></u> Date: <u><i>5/3/17</i></u> CEO: <u><i>Jacqui Combs</i></u> Date: <u><i>4-27-17</i></u> GOVERNING BOARD: <u><i>[Signature]</i></u> Date: <u><i>4/27/17</i></u>

PURPOSE

TO establish policies for Reimbursement of authorized business travel expenses incurred while on Morongo Basin Healthcare District (MBHD) business.

POLICY

MBHD will reimburse employees and members of the Board of Directors the cost of attending required business functions, training, and educational meetings provided that a properly completed Expense Report is submitted with appropriate receipts. It will be the responsibility of the department director and the Chief Executive Officer (CEO) to ensure that sufficient funds are in the budget for all travel expenses.

PROCEDURE

1. **Travel**-MBHD requires that all employee education, training and business related travel expenses be pre-approved.
2. **Advance**-A travel expense advance may be requested to pay for expected travel expense. Unused portions of travel advances are to be returned to the District via a check accompanying the completed Expense Report. Per IRS Publication 463 and Publication 15 (circular E) any amount not substantiated by a receipt will be reported as taxable wages on the employees W-2 or the directors (Board) 1099.
3. **Pre-paid Expenses**-All pre-travel expenses should be pre-paid. Supporting documents (i.e., registration forms, conference forms, etc.) must be attached to a check request and submitted to accounts payable at least two weeks before the required mailing date.
4. **Air Travel Restrictions**-All commercial air travel is to be Coach Class or other special low-cost fares. Ticket upgrades to business class or first class will not be reimbursed and will be at the employee's expense. Arrangements can be made either through the Chief Executive Offices or by the employee using their personal funds or credit card. Employees are expected to identify the cheapest reasonable options for all travel.
5. **Ground Transportation**-When employees use their personal vehicles for company business, they will be reimbursed at the current IRS rate for miles traveled. This rate is subject to change.
 - Rental cars should not be used unless the cost of other available transportation, such as airport/hotel limousine, shuttle or taxi, will exceed \$35.00 per day. If a car rental is necessary, the expense of an economy class automobile will be reimbursed.

Personal accident, liability insurance, collision damage waiver, and personal property insurance are the responsibility of the employee. The employee should verify rental vehicle insurance with his or her personal insurance agents.

- In the event of an accident, the employee's automobile insurance is the primary. The employee must notify the Director of Business Operations of any accidents during company business.
 - A receipt for gas or refueling charges on a rental car must be attached to the expense report. Rental cars should be refueled before returning to the rental agency whenever possible.
 - Taxi's, buses, shuttles and all forms of ground transportation fares will be reimbursed upon submission of the expense report with supporting receipts attached.
 - Items such as turnpike and bridge tolls and parking fees are not included in the mileage reimbursement and must be listed separately on the expense summary. Receipts are not required.
6. **Meal Allowance**-Meals, snacks, etc., including tips, will be reimbursed up to a maximum of \$50.00 per day with the appropriate receipts. Employees are responsible for all amounts over \$50.00. No cost for alcoholic beverages will be reimbursed.
- When business meals/entertainment expenses are incurred, the name of the individuals involved, plus their company and title will be needed. The meeting place must be conducive to the business at hand, and a detailed explanation of the purpose of the meeting with a summary of the discussions will be required.
7. **Hotel Accommodations**-Hotel room rates are to be reasonable and customary for the location, using a governmental or other available discount. Miscellaneous items charged to the room, such as movies, will be the traveler's responsibility. Beverages, supplies from the honor bar, and room service must be included in the daily meal maximum of \$50.00 per day.
8. **Expense Reports**-Expense reports must be accompanied by a check request signed by the employee incurring the expense and approved by the Director. The Director's expense report must be approved by the CEO. The CEO's expense report and Board of Director's expense reports shall be approved by the Chair of the Board of Directors. The Chair's Expense report shall be approved by the Board Treasurer.
- Expense reports should be completed and submitted to Accounts Payable within ten (10) working days after the completion of travel.
 - Falsification of an expense report will result in disciplinary action, up to and including termination.
9. **Non-Reimbursable Expenses:**
- Personal items (haircuts, shoe shines, gifts, souvenirs, etc.) and expenses not specifically related to the purpose of the trip.
 - Alcoholic beverages
 - Tours, theater, shows, movies, sporting events
 - Parking or traffic tickets
 - Meal expenses when provided as part of a Seminar event or presentation
10. **Miscellaneous**
- Consistent with Assembly Bill # 1234, all members of the Board of Directors who receive reimbursement for expenses must receive ethics training by January 1, 2007 and every two years thereafter.
 - All expenses identified above or otherwise submitted for reimbursement will be governed by a reasonableness standard at the sole discretion of the Controller.