

 <p>MORONGO BASIN HEALTHCARE DISTRICT</p>	<p>DEPARTMENT / MANUAL: ADMINISTRATIVE</p>
<p>ORIGINAL DATE: February 2000</p>	<p>REVIEW & REVISION DATES: (supersedes 288) 9/00, 12/01, 12/04, 10/07, 7/11, 6/13, 4/17, 10/22, 1/25</p>
<p>TITLE: Travel Reimbursement</p>	<p>APPROVED BY:</p> <p>ADMIN: <u>N/A</u> Date: _____</p> <p>CEO: <u>E. Schell</u> Date: <u>4/4/25</u></p> <p>GOVERNING BOARD: <u>[Signature]</u> Date: <u>04/03/2025</u></p>

PURPOSE

To establish policy 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 is 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: The District 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 in certain circumstances. Unused portions of travel advances are to be returned to the District via a check accompanying the completed Expense Report.
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.
 - A. 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.

- B. In the event of an accident, the employee's automobile insurance is the primary. The employee must notify the Human Resources of any accidents during company business.
 - C. 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.
 - D. Taxi's, buses, shuttles and all forms of ground transportation fares will be reimbursed upon submission of the expense report with supporting receipts attached.
 - E. 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 \$65.00 per day with the appropriate receipts. Employees are responsible for all amounts over \$65.00. 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.

Itemized receipts for meals must be submitted. Receipts showing only the amount charged and not itemized will not be accepted for reimbursement.

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 \$65.00 per day.
- A. Expense Reports: Expense reports must have receipts attached and be accompanied by a check request and signed by the employee incurring the expense and approved by the Director. The Directors expense must be approved by the CEO.
 - B. Expense reports should be completed and submitted to Accounts Payable within ten (10) working days after the completion of travel.
 - C. Falsification of an expense report will result in disciplinary action, up to and including termination.
8. Non-Reimbursable Expenses:
- A. Personal items (haircuts, shoeshines, gifts, souvenirs, etc.) and expenses not specifically related to the purpose of the trip.
 - B. Alcoholic beverages
 - C. Tours, theater, shows, movies, sporting events
 - D. Parking or traffic tickets
 - E. Meal expenses when provided as part of a seminar event or presentation
9. Miscellaneous
- A. Consistent with Assembly Bill # 1234, all members of the Board of Directors who receive reimbursement for expenses must receive ethics training as required by law for elected officials.

- B. All expenses identified above or otherwise submitted for reimbursement will be governed by a reasonableness standard at the sole discretion of the CFO.

10. Remote/Hybrid Workers

- A. Remote workers that live within 150 miles of the main district location may only claim mileage and will not be allowed to extend travel after the initial orientation period for training purposes.
- B. Any travel by a remote employee must be pre-approved by the employee's manager if it is expected to be more than \$750.00 for a single event. Travel requests should be submitted at least 5 days in advance for approval. Remote employees are responsible for booking their own travel arrangements and should use good judgement in booking the most cost effective options.
- C. Duration of travel should be minimized to keep costs at a minimum and to ensure the employees' work is not disrupted. Extended travel for personal reasons is discouraged during business trips.
- D. MBHD will determine what dates are necessary for the remote employee to be on site and if these dates are for the convenience of the district:
 - 1. MBHD will ensure that the remote work agreement required the remote employee to be on -site.
 - 2. When a remote employee is mandated to be on on-site, MBHD will reimburse travel expenses that are reasonable, necessary and directly related to business purposes as stated in this policy.
 - 3. If an employee is greater than 150 miles from the district location, a comparison of driving versus flying must be made to determine which is more economical to the District and expenses will only be reimbursed for the most economical alternative. (i.e., if flying is more economical and the remote employee drives, mileage will only be reimbursed for what the amount a flight would have cost or vice versa.