

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Travel Expense	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 1/27/22	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> Human Resources Coordinator	<b>CEO APPROVAL DATE:</b> 2/1/22 Dr. Tim Kangas, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network will reimburse reasonable and legitimate travel related expenses incurred by NorthCare Personnel in connection with official NorthCare Network duties.

### **PURPOSE**

This policy provides guidelines for the reimbursement of expenses incurred for official NorthCare Network business travel that are properly authorized, reasonable, and appropriately documented as submitted on a NorthCare Network Travel Expense Voucher.

### **DEFINITIONS**

N/A

### **REFERENCES**

Travel Expense Voucher

### **HISTORY**

NEW POLICY: 1/1/15

REVISION DATE: 4/7/15, 8/14/18, 6/27/19, 4/29/20

REVIEW DATE: 12/3/14, 4/7/15, 2/19/16, 12/16/16, 1/24/18, 8/14/18, 6/27/19, 4/29/20, 3/31/21, 1/27/22

CEO APPROVAL DATE: 12/3/14, 4/7/15, 3/7/16, 1/4/17, 2/12/18, 8/14/18, 7/2/19, 5/5/20, 4/6/21, 2/1/22

BOARD APPROVAL DATE: 12/10/14

### **PROCEDURES**

Expenses incurred because of travel in connection with official performance of duties for the Agency, shall be reimbursed as outlined in the following procedures. Requests for reimbursement must be reviewed and approved by the immediate supervisor, CEO, or Board Chair certifying travel was in connection with official duties. Travel to and from work and from the employees designated work site shall not be reimbursed.

These regulations shall govern all NorthCare Network's Board members and employees hired or contracted by NorthCare Network regardless of source of funds.

All Board Members and employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Ensuring compliance with these regulations is the responsibility of the Chief Executive Officer (CEO) and the Board. The CEO and/or the Board reserve the right to question travel vouchers which appear to violate the intent of these regulations.

## **Authority For Travel**

### *Employees*

All travel requests outside of NorthCare Network's catchment area by employees must be pre-authorized by the employee's supervisor or his/her designated representative, except that no representative may approve their own voucher.

### *CEO and Board Members*

All travel requests outside of Michigan by the CEO and Board members must have the prior authorization of the Board to be approved for payment. However, regularly scheduled meetings routinely attended by the CEO and/or Board members need not be authorized in each instance. For example, once the Board authorized CEO/Board member representation on CMHAM committees, such authorization would extend over the entire tenure of such representation.

In some instances, the need for travel may arise prior to the next scheduled Board meeting. Under these circumstances, the CEO/Board member may obtain authorization from a member of the Board's Executive Committee.

### *Air Travel*

The use of commercial airlines is permitted when it is to the advantage of the Board measured by both comparative travel costs and the time of the traveler. In any event, travel will be reimbursed at the least cost option (relative to ground transportation costs at the NorthCare Network rate).

Any frequent flyer miles obtained by an individual as a result of air travel during NorthCare Network business will belong to NorthCare Network.

### *Interviewing for Positions*

Candidates for positions of CEO, Directors, supervisory staff, or physicians may be allowed travel expenses (with CEO or Board Chair approval) to be paid at rates not to exceed those established by these regulations.

## **Cash Advances for Travel**

NorthCare Network will not authorize cash advances. In instances where pre-payment is needed, a credit card or purchase requisitions may be done.

## **Transportation**

All travel must be by a usually traveled route (mileage by freeways acceptable). In cases where a person travels by an indirect route for their own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses will be based only on such charges as would have been incurred by a usually traveled route.

## **Transportation by Common Carrier**

### **A. Limitation of Fares**

1. Air Travel. All travelers should purchase tourist class fare if available. Persons choosing to use first class air transportation when tourist class is available may charge only the tourist class fare. First class fares will be allowable only when ticket agent certifies that less expensive accommodations were not available.
2. Cash fares. Receipts are required for all cash fares claimed on the travel voucher as reimbursable items.
3. Round Trip Tickets. Round trip tickets shall be secured whenever practical and economical.
4. Insurance. Insurance coverage for persons traveling by common carrier is not allowable as a reimbursable expense.

## **Transportation by Privately Owned Car**

- A. The use of privately-owned cars for official travel in lieu of common carrier may be authorized by the CEO or designee where necessary and where it is to the advantage of the Board.

An employee driving a privately-owned car may start and terminate his field assignment at his home or official workstation, at the discretion of the CEO or designee, if reimbursement for such mileage will be based on State Highway Department map mileage. Where assignments start and/or terminate at the employee's home, reimbursement will be from the home to the field assignment and return. In no case, can such mileage charge exceed that had the assignment started and terminated at the employee's official workstation. A reasonable number of miles will be allowed for vicinity mileage.

- B. Mileage Rates. Same as Federal Allowable rate as set for tax purposes. These rates apply for all travel regardless of the number of persons transported. Staff will not be reimbursed for mileage within Marquette city limits. Reimbursement for mileage is allowed outside of city limits only, per IRS Guidelines, P.A. 463.
- C. Parking Charges. Reimbursement for parking charges is allowable. Receipts must be attached to the travel expense voucher for all parking expense claims, except that reimbursement for meter parking charges will be paid without receipts if reasonable and approved by the CEO or designee. Meter parking should be so designated on the voucher.
- D. Other Charges Not Reimbursable. Charges for gasoline, lubrication, repairs, anti-freeze, towage, and other similar expenditures will not be allowed as reimbursable items when privately owned cars are used.

## REIMBURSEMENT FOR SUBSISTENCE EXPENSES

- A. NorthCare Network staff traveling for required training's will be reimbursed for actual time spent in the training and their travel time.
1. Exempt staff may flex time within the 80 hour pay period.
  2. Non-Exempt staff may flex time within the 40-hour work week and any actual time worked over 40 hours in the week will be reimbursed at time and a half.
- B. Time and expenses occurred for staff traveling for optional training's will be negotiated with their supervisor.
1. Maximum Rates. The rates established herein for travel represent the maximum allowable and not the minimum. It is the responsibility of the CEO or designee to authorize only such allowances as are justified by the circumstances surrounding the travel.
  2. Meal Allowance plus Actual Lodging Charge. The maximum daily meal and lodging allowances for regular travel are indicated in the Rate Schedule listed on the Travel Expense Voucher.

Sales or use taxes, applicable to lodging charges, are reimbursable in addition to the regular lodging allowance.

Only the actual lodging expense paid is allowable.

3. Hotel Receipts. Receipts for lodging expense are required. Where the hotel or lodging place does not customarily issue a machine printed receipt, then the receipt ordinarily issued to a departing guest will be accepted, provided it shows a street address and city or town in which the lodging place is located. Any change in hotel charges during continuous occupancy by an employee must be explained on the voucher. Telephone calls billed to the Board as part of the hotel bill must be identified on the voucher.
4. Altered Receipts. When travel expense vouchers are supported by receipts which show signs of erasures or alterations, those receipts will not be accepted as back up documentation for the travel expenditure.
5. Lodging Charges for Multiple Occupancy. When a NorthCare Network employee or Board member shares lodging with non-NorthCare Network travelers (spouses, members of a family, friends, etc.) reimbursement to the employee or Board member will be as follows:
  - a. If lodging is shared with one or more non-NorthCare employee or Board member, the employee or Board member will be reimbursed at the single room rate or maximum rate established by the regulations.

- b. If lodging is shared with a non-NorthCare Network traveler who is receiving reimbursement for travel from another employer, reimbursement will be a proportionate amount on an equal percentage basis of the amount paid, based on the number of persons occupying the room. In no case will the NorthCare Network employee be reimbursed for more than the maximum allowed by these regulations.
6. Allowances for individual meals, including tips and lodging will be based on the Rate Schedule listed on the Travel Expense Voucher
  - a. Breakfast - When travel commences prior to 6:30 a.m. and extends beyond 8:30 a.m.
  - b. Lunch - When travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.
  - c. Dinner - When travel commences prior to 5:00 p.m. and extends beyond 7:00 p.m.
  - d. Actual receipts are required.
  - e. Alcohol is not a reimbursable expense.
7. No Allowance at Home or Official Workstation. Allowances for meals and/or lodging cannot be authorized for an employee at his/her home or official workstation, except employees in attendance at conferences or conventions or as provided in the following paragraph:

NorthCare Network will reimburse the cost of meals (in or out of county) for an employee who has accompanied a client to a restaurant as part of his/her assigned duties in accordance with client's Person-Centered Plan.
8. Out-of-State Travel - Within National boundaries of United States and Canada. An employee traveling out-of-state on official business will be reimbursed on an actual basis according to the Rate Schedule listed on the Travel Expense Voucher.
9. Conventions, Conferences, Meetings. The following rules have special application to conventions, conferences, and meetings which employees are authorized to attend:
  - a. For attendance at any convention, conferences, or meeting actual subsistence expenses at the convention location will be allowed if approved by the CEO or designee. This applies to both in and out-of-county. Reimbursement for expenses to and from the convention or other formal gathering will be at the normal rates. A full explanation must be given on the travel expense voucher, including the name of the convention, or conference, or meeting.
  - b. At any meeting where the meal is not included as part of the meeting, payment for the meals will be in accordance with the Rate Schedule listed on the Travel Expense Voucher.

- c. Expense of meals incurred within Marquette county are normally not reimbursed unless it is included in the registration fee for a conference, workshop or meeting, or if the meal is an integral part of the meeting.
10. Non-Workdays during Tour of Travel. An employee will be considered to be in travel status on non-workdays. Travel expenses are allowed if traveling on non-workdays. This must have prior approval of CEO or designee.
11. Leave During Travel. Employees may take leave time during travel with approval of the CEO or designee provided that in no case shall travel expense be allowed while on leave status. Whenever an employee in travel status becomes incapacitated due to illness or an injury, he/she may be continued on travel status for a period not to exceed seven (7) calendar days at rates not to exceed the meal and lodging charges as provided in these regulations.

### **MISC. EXPENSES REIMBURSABLE ON TRAVEL VOUCHERS**

1. Miscellaneous. It is expected that miscellaneous expenses incidental to official NorthCare Network travel will be held to a minimum amount required for essential and efficient conduct of NorthCare Network business. The CEO or designee approving the travel expense voucher will be held responsible for his certification for all items of expense as being necessary and correct.
2. Attendance at Funerals. Employees/Board members designated as official representatives of NorthCare Network for attendance at a funeral may claim reimbursement for travel expenses subject to the limitation of these regulations.
3. Taxicab. Necessary taxicab fares or public transportation while on travel status is allowable with an attached receipt. If a receipt is not obtainable, the employee should note the expense on a self-made receipt and sign off on the expense.
4. Personal Expenses. Reimbursement for tips will be allowed as per Rate Schedule listed on the Travel Expense Voucher. All other fees and tips to waiters, porters, bellboys, charges for cleaning and pressing clothing, and similar personal expenses are not allowable as reimbursable expenses.
5. Toll Charges. Toll charges and bridge fees are allowable; no receipts required.
6. Guest Meals. The cost of guest meals is allowable only if it can be shown that such cost was incidental and necessary to the conduct of official NorthCare Network business. The amount allowed will follow the maximums established in these regulations unless approval is obtained from the CEO/Board Chair. Full explanation must be given on the voucher, including the name and position held by the guest. An identification of NorthCare Network business must be stated on the voucher. Receipts are required.
7. Registration Fees. Enrollment or registration fees for conventions and meetings of associations or organizations are allowable for employees/Board members attending as official representatives of NorthCare Network. Receipts must be attached.

8. Rental of Rooms. Expenses for rental of special hotel rooms for meetings will be approved only when public owned facilities are not available. Approval from the CEO or designee is required. Receipts are required.

#### **SUBMISSION OF TRAVEL EXPENSE VOUCHER**

All travel expenses must be itemized on the Travel Expense Voucher. Instructions on how to complete the voucher are listed on the back of it. Once complete, submit to your supervisor for approval.

#### **SPECIAL CIRCUMSTANCES**

Any employee having special travel conditions which cannot be adequately covered under this policy may submit the circumstances to the CEO or designee for consideration.