
POLICY TITLE: TRAVEL AUTHORIZATION AND REIMBURSEMENT
APPROVED BY: VICE PRESIDENT OF FINANCE
ORIGINATED BY: CONTROLLER
REVISED/REVIEWED 5/2009

POLICY

This policy establishes the guidelines for reimbursement of Christ Hospital employees who travel away from their normal work site on work related activities.

RESPONSIBILITY

Enforcement of this policy falls under the jurisdiction of Finance.

PROCEDURE

- A. General Guidelines:** Approved travel costs will be reimbursed to the employee upon completion of the appropriate voucher form and submission of original receipts for all items in excess of \$5.00. Reimbursement will be provided by the Accounts Payable system except for amounts under \$100, which will be reimbursed at the Cashier's Office. Three categories of travel are defined as follows:
1. **Major Travel:** Involves commercial transportation, overnight accommodations, or travel to a location greater than 150 miles from Cincinnati.
 2. **Minor Travel:** Does not involve commercial travel or overnight accommodations, and is within 150 miles of Cincinnati.
 3. **Incidental Travel:** Incidental to regular job duties, i.e. local meetings, appointments, travel between Christ Hospital units.
- B. Approval Procedures**
1. The traveler will obtain appropriate approval in advance for any travel, as follows:
 - a) **Major Travel**
 - (1) A Travel Request Form must be fully completed and submitted for approval a minimum of three weeks prior to travel, except in unavoidable circumstances. A copy of the program brochure or short description of the program must be included. Check requests must be attached for prepayment of any registration fees or hotel deposits. Reminder: the requester should expedite Travel Requests containing special airline rates.
 - (2) For first time travelers, a Traveler Profile must be completed and on file with the travel agency. Forms can be obtained on the Intranet under Forms/Policies.

- (3) Approval by the requestor's supervisor and Vice President is required.
- (4) Approval by the CEO/President is also required for all Vice Presidents.
- (5) Assignment of a unique travel authorization number by the appropriate Executive Assistant is required before travel arrangements can be completed. Approval/denial of the Travel Request will be faxed to the requester to complete/cancel travel arrangements. Attached check requests will be forwarded to Accounts Payable via interoffice mail.
- (6) A Travel Expense Voucher for reimbursement of travel expenses will be completed within 10 days of return. A copy of the approved Travel Request form must be attached to the Travel Expense Voucher to receive reimbursement. If the Travel Expense Voucher matches the Travel Request form, the only approval required on the voucher is that of the employee's supervisor. If the Travel Expense Voucher has a reimbursement amount that is higher than was authorized on the Travel Request form, the Travel Request form needs to be amended and re-authorized with approvals in conjunction with #2 and #3 above.

b) Minor Travel/Incidental Travel

- (1) A Travel Request form is not required.
- (2) An Employee Expense Voucher must be completed with approvals.
- (3) Refer to mileage chart for standard distances.
- (4) Reimbursement of amounts under \$100 should be obtained from the Cashier's Office.

2. Tuition/Seminar Fee: The cost of attending a training session should be paid by The Christ Hospital in advance at the time the registration form is mailed. At times, seminars and conferences have arranged for overnight accommodations with selected hotels. Your travel team representative should be made aware of such arrangements so that he or she can verify with the Travel agency that the best room rates available have been made.

3. Transportation

- a) **By Air:** All reservations for air travel will be made for coach class **via electronic tickets** and should be made at least three weeks in advance. Additional fees are incurred for paper tickets. Travel arrangements are limited to the continental United States. Travel arrangements should be made through a Christ Hospital approved travel agency, see approved agency below. Travel agencies will compare pricing from Cincinnati, Dayton, Columbus, Indianapolis and Louisville to provide the best pricing option. The use of alternative departure or arrival airports will be utilized when airline fare savings exceed \$250.00. Changes in ticketing en route should be made through the travel agency.
- b) **By Auto:** Employees using their personal autos will be reimbursed at the mileage rate determined by the current IRS guidelines and is subject to change. The round trip mileage between the employee's home and their work location

must be deducted from the total miles driven unless travel occurs on weekends and/or non-scheduled working days. Parking fees and tolls are reimbursable. Depending on circumstances, auto travel should not exceed 350 miles one way. Rental of midsize cars for transportation to, from, or in out-of-town points is permissible when public transportation is not readily available. Fines for traffic violations are not reimbursable.

4. **Meals:** Reasonable expenses incurred for meals when on an authorized business trip (overnight stay is required) are reimbursable. Good but moderately priced establishments should be sought for meals. Meal costs will not be paid in excess of \$34 per day unless accompanied by original receipts. Excessive expenses will be the responsibility of the employee.
5. **Lodging:** The Christ Hospital will reimburse actual lodging expenses for single accommodation at a rate reasonable for the geographical location of the event. The hotel receipt must be submitted with the Travel Expense Voucher for reimbursement.
6. **Incidentals:** Reimbursement will be made for tips, ground transportation, and other incidentals appropriate for the travel purpose. Personal expenses such as phone calls, tickets for movies or other entertainment are not reimbursable and are the responsibility of the associate.
7. **Travel when accompanied by a Spouse, Dependent or Significant Other:** The Christ Hospital recognizes that on occasion an employee traveling on business may wish to be accompanied by his or her spouse, dependent or significant other, or to combine business and vacation time. In such cases it is the intent of The Christ Hospital to reimburse the employee for business travel expenses only to the extent the costs would have been incurred for the business component of the trip.
8. **Payment of Wages:** The employee will only be paid a maximum of eight hours per day for each scheduled workday he or she is away from his or her traditional work location to attend meetings, including travel time.

TRAVEL AGENCIES

AAA CORPORATE TRAVEL SERVICES
200 BALDWIN CENTER, SUITE 250
625 EDEN PARK DRIVE
CINCINNATI, OHIO 45202
PHONE: (513) 763-8820
FAX: (513) 763-5919