



Travel Expense Policy

Introduction

This guideline pertains to travel-related expenditures funded by the Region 7 Healthcare Coalition. There may be times that the limits or expectations identified in this document need to be exceeded, but justification for these cases will need to be documented when submitting for reimbursement. Other than for mileage reimbursement, an itemized receipt is required for all items requesting reimbursement. Please utilize the attached form for submission of travel expenses.

Approval

Approval of allowable travel expenditures (described below) requires the signature of an MCA or Hospital Emergency Preparedness Coordinator. Upon completion of your travel expense form, please submit to your local coordinator for approval in advance of payment by the Region 7 HCC. Electronic approval is permissible, and expense forms can be scanned and emailed to your local coordinator and simultaneously to Region 7 HCC. Once the local coordinator indicates approval, a check request will be generated for reimbursement.

Mileage

Funded participants will be reimbursed for mileage to and from a meeting at the rate established by the federal government. Mileage is claimed based upon actual miles traveled from your agency to the meeting location and back, or from your point of origin and back, whichever is shorter. Car-pooling is encouraged and only the driver will be reimbursed for mileage.

Food

If as part of travel for a conference or other extended time frame meeting, there may be a need for the funded person to eat meals which would appropriately be reimbursed by the Region. When these situations occur the following are limits on the amount of reimbursement that can be requested:

Breakfast - \$7

Lunch - \$11

Dinner - \$23

No alcohol related expenditures will be reimbursed and detailed receipts are required. If attending a conference, no meals will be reimbursed if the conference is providing food for that time period (e.g. will not reimburse for breakfast and/or lunch if the conference provides those meals).

Hotel

If a meeting or conference requires an overnight stay, then prudence should be used when selecting a hotel. If a hotel is connected with the conference, then the choice of locations is out of the funded person's hands. However, if a location is not pre-selected, then a safe, reasonably priced hotel should be sought and will be reimbursed.

Sharing Lessons Learned

The goal in providing funding for individuals to travel to training and conference venues is to assure that the information / education returns benefit to the partner organization and the region. In keeping with this goal, training or conference participants are asked to share the information that is gained with others in your organization. You may be also called upon to share information for the benefit of regional partners as well, possibly in the form of an outline, summary, or brief presentation of lesson(s) learned.

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