

**Travel Expense Statement - Reimbursement**

**PURPOSE:**

Mark Twain Health Care District (MTHCD) recognizes that District Board members and its employees may be required to travel or incur expenses while conducting District business and to further the mission of the Health Care District. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent plan for the timely reimbursement of authorized expenses incurred by Board members and employees. It is the policy of the District to reimburse only reasonable and necessary expenses actually incurred.

**POLICY:**

The District will reimburse Board members, committee members and District employees for all appropriate and authorized District business-related expenses. Reimbursement policies for employees can be found in the MTHCD personnel manual which is not intended to conflict with this policy.

**ALLOWABLE EXPENSES:**

The District shall reimburse Directors, committee members and employees for actual necessary traveling and incidental expenses incurred in the performance of official District business, subject to the requirements of these Policies and Procedures and the law. Directors, committee members and employees shall make all reasonable efforts to minimize the costs of tuition, meals, lodging and travel related to attending a professional event by making reservations sufficiently in advance, when possible, to obtain discounted tuition, airfares and hotel rates.

The following types of occurrences qualify for reimbursement if attended in the performance of official duties as Directors or employees of the Board, and if prior approval is obtained as set forth in this Policy:

1. Training workshops, seminars and conferences
2. Educational workshops, seminars and conferences
3. Meetings of or sponsored by ACHD (Association of California Health Care Districts), CSDA (California Special Districts Association) and other State or national organizations relevant to the purposes of the District
4. Meetings of local governmental entities and bodies and committees thereof
5. Meetings of local nonprofit organizations
6. Meetings of community or civic groups or organizations
7. Health Care District Board meetings
8. Meetings of advisory groups and committees organized or conducted by District staff
9. Meetings with District consultants, advisors and other professionals
10. Any other activity or expense approved by the Board in advance.

### **Allowable expenses include:**

1. Registration fees
2. Hotel room charges for the necessary number of days
3. Generally, hotel and motel accommodations are made at the conference site for the lowest rate offered to conference attendees. If accommodations are not available at the conference site, every attempt should be made to seek accommodations at a conveniently located alternative site which is comparable in cost to the conference site and as reasonable as possible. Reimbursement will be at the single occupancy regular rate, plus room taxes and related fees, excluding any costs for "extra" services such as, in-room amenities and mini-bar.
4. Reasonable transportation expenses, e.g., the least expensive alternative. In all cases the most reasonable and cost-effective mode of travel should be chosen.
5. Mileage will be paid at the current Internal Revenue Service rate.
6. Domestic air travel will be reimbursed at coach rates, not to exceed the actual amount paid
7. Actual and reasonable expenses for meals will be reimbursed for District business or while in travel status. Tips, to a maximum of 20% are allowed. No claims for alcoholic beverages will be allowed.
8. Other expenses including parking, bridge tolls, fax etc.:

### **EXPENSE LIMITATIONS AND RESTRICTIONS:**

1. No reimbursement will be allowed for alcoholic beverages.
2. No reimbursement will be allowed for family or others accompanying the Board member or employee, including room rates beyond single occupancy.
3. No reimbursement will be allowed for hotel extra services such as, in-room amenities or mini-bar.
4. Travel by an indirect route for the convenience of the Board member or employee, (including when traveling by automobile instead of by available aircraft) that incurs additional transportation, food and/or lodging expenses, will not be reimbursed beyond the normal rates for a single Board member traveling at the most economical rate. Any extra costs shall be borne by the traveler.
5. Reimbursement will be allowed for days going to and from an event but will not include days added on for the benefit of a vacation.
6. A Director, committee member or employee shall not attend a conference or training event for which there is an expense to the District, if the event occurs after the Director or employee has announced his/her pending resignation, or after an election in which it was determined that the Director will not retain his/her seat on the Board.

### **BUDGET**

The Finance Committee will review and anticipate future event, meal and travel expenses annually and recommend a budgeted amount for approval by the Health Care District Board.

## **PRIOR AUTHORIZATION**

All conference expenses that are paid for by the District will be submitted to the Board for prior authorization if a single expenditure is expected to be greater than \$200. The Executive Director or Board President may approve authorizations of \$200 or lower without prior Board approval unless it is for their own expense, in which case it should be the treasurer, or when the prior authorization is later determined by the Executive Director or Board President to be time sensitive.

## **REIMBURSEMENT**

Directors, committee members and employees are to exercise good judgement in incurring District business expenses. Reimbursements will be made for authorized business expenses that are reasonable, necessary and appropriately documented.

1. Documentation:
  - a. All expenses must be supported by receipts, with the exception of mileage which must show miles driven to/from District authorized business activities by date.
  - b. A District Travel Expense Statement must be completed and accompanied by receipts when requesting reimbursement (see attached).
  - c. All requests for reimbursement will be reviewed by the Executive Director, Board President or Board Treasurer for approval prior to payment.
2. Timely Filing:
  - a. All requests for reimbursement should be completed within four weeks after the expense was incurred.
  - b. Reimbursement requests should be submitted monthly by month's end, and no later than quarterly.
  - c. Expense requests not submitted by fiscal year end will not be reimbursed unless the travel occurs in the last month of the fiscal year in which case requests must be received within 30 days.
    - c. Authorized reimbursement will be completed within thirty days.
3. Record Keeping:

MTHCD administrative staff will maintain reimbursement records for a minimum of 7 years after payment or as required by law § 60201(d).
4. Exceptions:

In the event that an individual eligible for reimbursement under this policy, cannot afford to fund necessary expenses, as described in this policy, the Board President or Executive Director may make an exception to policy and provide the necessary projected reimbursement in advance.

## California Law:

**Code 53232.2** (f.) All expenses that do not fall within the adopted travel reimbursement policy or the internal Revenue Service reimbursable rates as provided in subdivision © shall be approved by the governing body, in a public meeting before the expense is incurred, except as provided in subdivision (d). (g) If a member of a legislative body chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved pursuant to subdivision (f), then the member of a legislative body may do so at the his or her own expense.

**Code 53232.3** (d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

(e) All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of title 1).



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Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

**Travel Expense Statement Request for Reimbursement**

Name: \_\_\_\_\_

Mail to: \_\_\_\_\_

Position: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destination (City & State): \_\_\_\_\_

Function: \_\_\_\_\_

Dates: \_\_\_\_\_

Date	Description	Hotel	Air	Miles	Meals	Phone	Entertain	Other	Total	
Date:		Submitted by:					Sub Total			
Date:		Reviewed by:								
Date:		Approved & Paid: <input type="checkbox"/> Referred to the MTHCD Board					Total			
Notes: Mileage is Reimbursed at Current IRS Rate:										