

Washington Township Health Care District Board of Directors Policy

Title: TRAVEL AND REIMBURSEMENT POLICY	
Category: Governance and General Administration	Policy No: A-007
Original Adoption Date: 05/06/60	
Last Reviewed/Revised Date: 04/18/22	
Last Approval Date: 05/11/22	

PURPOSE:

The purpose of this policy is to set out guidelines and procedures concerning reimbursement of reasonable travel and related expenses incurred by Directors while on District business.

POLICY:

Directors will be reimbursed for appropriate and reasonable travel and hospitality expenses incurred in connection with District business. Each Board Member shall be allowed his/her actual necessary traveling and incidental expenses incurred in the performance of official business of the District. This includes travel in connection with attending meetings related to the business of the District, which includes, but is not limited to, attending meetings of organizations and associations of which the District is a member.

Each Board Member is authorized and encouraged to attend conferences sponsored by such organizations as the Institute for Healthcare Improvement (IHI) and Estes Park Institute. These organizations (and organizations like them) are key resources for Board Member education as required by the Joint Commission and good governance practices.

Board members are expected to exercise due diligence when making travel arrangements and incurring expenses for travel and meals in connection with their activities relating to the District. Expenses should enable the Director to complete District business with reasonable cost to the District, consistent with the least amount of interruption to the Director's regular business and personal schedules.

Costs related to others traveling with the Director (e.g. spouse, child) are not eligible for reimbursement by the District.

The foregoing described travel is hereby referred to as "Authorized Travel."

All reasonable travel, meals, lodging and other actual and necessary expenses incurred in connection with Authorized Travel as further specified below is hereby approved.

Mode of Transportation

The mode of transportation chosen (air, train, or car) should be that which enables the Director to attend to District business with the least cost to the District and the least disruption to the Director's regular business and personal schedule, including consideration of time away from workplace.

1. **Air Travel.** Air travel will be reimbursed/paid at coach or economy class. If reasonably possible, reservations should be made early to obtain the lowest rate available. The ticket/eTicket for each segment of travel shall be attached to the expense claim form.
2. **Rental Cars.** The standard car rental for members is a "mid-sized" car. A larger vehicle is approved if more than two members share a single vehicle. Generally, rental car agencies provide insurance coverage at a premium. The District recommends electing such coverage. However, credit card companies (i.e., "gold cards") may offer the same coverage at no extra cost under the credit card's policy. Before accepting or declining the rental car agency's coverage, determine whether the credit card company provides the same coverage at no extra cost. The receipt for car rental shall be attached to the expense claim form.
3. **Private Auto/Mileage allowance.** For trips up to 300 miles, private vehicle usage will be reimbursed at a rate equal to the then current rate set by the Internal Revenue Service for mileage. For trips which require travel beyond 300 miles, the Board Member will be reimbursed at the "economy" airfare to/from the location. Mileage will be calculated based on a round-trip to and from the main Hospital campus. Private autos must be insured at the minimum California requirement or greater. Parking and bridge tolls will be reimbursed. The District assumes no financial responsibility for damage or other claims as a result of using a personal vehicle for District business. Receipts for parking charges and applicable bridge or highway tolls shall be attached to the expense claim form.
4. **Taxi and other transportation services.** Taxis, shuttles, airport transfers and other such services will be reimbursed including reasonable and customary tips for services. Receipts shall be attached to the expense claim form.

Meals

Meals will be reimbursed at a per diem rate of \$60.00 (including taxes and tips), provided however, that the per diem rate may be adjusted as needed to account for participation at group meals at conferences and other events. Original, itemized receipts (including taxes and gratuities) shall be attached to the expense claim form.

Expense claims for the consumption of alcohol while on District business will not be reimbursed.

Other Business Related Expenses

Business related expense such as faxes, internet service, Federal Express charges and mail service will be reimbursed.

Accommodations

While traveling on District business, Board Members are encouraged to stay at reasonably priced hotels. In addition, when attending conferences such as IHI and Estes Park, Board Members are

encouraged to stay at the same hotel as the conference location to allow for full participation. Premium accommodations should be avoided unless no other suitable arrangements can be made or if the conference/meeting being attended is held in such a setting; provided, however, that the lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. Hotel arrangements will be reimbursed only when staying overnight and the hotel is outside of a 75 mile radius of the District unless otherwise approved by the Board President or Chief Executive Officer.

Personal and Other Expenses

Items of a personal nature are not reimbursable, including but not limited to movies, premium television services, dry cleaning, spa treatments, and fines or traffic violations. Any questions regarding what constitutes either a personal item which is not reimbursable or an item which is outside of the scope of this policy should be resolved prior to expenditure by seeking approval of the Board President or Chief Executive Officer.

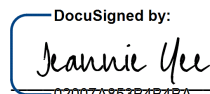
Claims for Travel Reimbursement

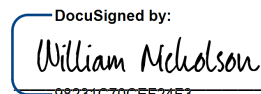
Expense report forms for reimbursable expenses should be submitted within 30 days after completion of travel on appropriate forms with receipts documenting compliance with this policy.

Report on Meetings Attended

Board Members will provide a brief report on any meeting attended at the expense of the District at the next regular meeting of the Board.

Approved:

DocuSigned by:

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Jeannie Yee
President

DocuSigned by:

98231C70CEF24F3...
William Nicholson, M.D.
Secretary

Reference:

- Cal Government Code Section 53232
- Cal Government Code Section 53232.1
- Cal Government Code Section 53232.2
- Cal Government Code Section 53232.3