

COVID Grant Travel Reimbursement Policy



I. Policy Overview

PURPOSE

This document provides guidelines and establishes procedures for Rural Health Clinics (RHCs) incurring business travel expenses related to attendance at the 2022 and/or 2023 Fall Education Conference.

SCOPE

Conference registration fee is reimbursable up to \$350 per clinic attendee or until all grant funding is expended. Travel expense reimbursement is limited to one (1) attendee per RHC or until all grant funding is expended.

RESPONSIBILITY AND ENFORCEMENT

- RHC is responsible for complying with the travel policy.
- The TORCH Foundation (Organization) will reimburse RHC for all reasonable and necessary expenses while traveling to authorized Organization's 2022 and/or 2023 Fall Conference.
- Expense reimbursement includes registration fee up to \$350 per attendee.
- Business travel reimbursement up to \$1000 per event per clinic.
- The Organization assumes no obligation to reimburse RHC for expenses that are not in compliance with this policy.
- RHCs who do not comply with this travel policy will be subject to delay or withholding of reimbursement.

Approved expense forms are to be submitted to the Project Lead according to the established reimbursement policy.

STATEMENT OF GENERAL POLICY

It is recognized that RHC's travel expenses will be incurred in order to further advance objectives of this grant. RHCs are expected to be conservative in expenses and should be governed by what is reasonable and appropriate to the business purpose involved.

Approved travel expenses will be reimbursed upon submission of required receipts and form. If RHC does not complete travel or subsequently cancels travel, the expenses will not be reimbursed. Personal expenses will also not be reimbursed.

II. TRAVEL

SPOUSE OR COMPANION TRAVEL

The Organization will not reimburse travel expenses incurred by a spouse or other individual accompanying RHC on business.

EXPENSE REPORTING

The RHC must list air travel and rental car usage on his/her expense report. The report must include a copy of the receipt showing the full value and dates of travel.

RHC should fly "coach," "economy," or similar fare and use early booking whenever possible to avoid high "last minute" fares. "Business" and "First Class" tickets should not be purchased and will not be reimbursed.

RENTAL CAR GUIDELINES

RHC should rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines and airport shuttles. Destination parking charges should be considered in this determination.

Car rentals will be reimbursed for intermediate (Class C) or smaller sized cars only.

Rental car insurance is not a reimbursable expense.

TAXI AND OTHER GROUND TRANSPORTATION

The most economical mode of transportation should be used to and from airports. The following modes of transportation should be considered: Taxis, Uber, hotel and airport shuttle services, and personal car.

PERSONAL CAR USE

RHCs using personal cars on Organization business will be reimbursed at the approved IRS mileage reimbursement rate at the time travel completes. To be reimbursed for use of a personal car, RHC must provide on their expense report:

- Purpose of the trip,
- date and location of destination,
- receipts for tolls and parking, and
- roundtrip mileage (not to exceed 400 miles)

LODGING

RHC will be reimbursed for two (2) nights lodging (not to exceed \$250 per night) at the 2022 and/or 2023 Fall Conference host hotel (Kalahari.) RHC should secure their room lodging by hotel room block deadline to ensure the lowest rate is provided.

HOTEL CANCELLATION PROCEDURES

RHC is responsible for knowing cancellation deadlines and canceling hotel rooms.

RHC will be held responsible and will not be reimbursed for “no-show” charges.

Original hotel (total bill of hotel charges including rate, meals, etc.) must be attached to the expense report. Charges other than the actual room cost should be itemized in the appropriate section and will be reimbursed in accordance with this travel policy.

MEALS/ENTERTAINMENT

Meals are defined as expenses incurred by the RHC when dining alone on an out-of-town business trip. Meals are a reimbursable expense under this grant project up to \$50 per event. The RHC should partake in conference event meals whenever reasonably possible.

OTHER REIMBURSABLE EXPENSES

- gasoline (car rental only),
- parking and tolls.

OTHER NON-REIMBURSABLE EXPENSES

- alcohol
- clothing

- expenses related to vacation or personal days while on business trip
- games of chance (lottery tickets, raffles, etc.)
- gum, candy, cigarettes, cigars
- health club facilities, saunas, massages
- honoraria
- loss or theft of personal funds or property
- mini-bar refreshments
- movies (including in-flight and hotel in-house movies)
- parking or traffic tickets and fines
- personal accident insurance
- personal entertainment, including sports events
- personal property insurance
- personal toiletries
- repairs due to accidents of personal or rental vehicles
- souvenirs and personal gifts
- Stipends.

EXPENSE REPORTING

The Organization's Expense Reporting Process/Form must be used. Expense reports filed on a timely basis with duly itemized and substantiated expenses, and in compliance with other requirements established in this policy, are conditions for reimbursement.

Expense reimbursement requests must be legible, prepared in ink or typewritten, must provide appropriate documentation and be complete as to explanations of the specific business purpose.

Expense reports not properly completed and approved will be returned unprocessed to the RHC for correction and timely re-submission.

It is essential that all persons who submit or approve expense reports conscientiously follow the policy outlined.

ACCEPTABLE RECEIPTS

The following receipts are acceptable:

- Original receipt completed by the vendor,
- RHC copy of corporate card receipt,
- charge card billing statement, and
- legible photocopies of the original receipt.

FILING DEADLINES

RHC is expected to file appropriately approved expense reports no later than ten (10) business days after the event concludes.

All reimbursements will be paid directly to the RHC not the individual.

Organization will make every effort to reimburse RHC on a timely basis; however, distribution of funds is tied to release of funds by the State under this grant project.