

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT #2
LOPEZ ISLAND HOSPITAL DISTRICT
(LIHD)



TRAVEL & EXPENSE POLICY

ADOPTED
2.22.2018

Lopez Island Hospital District

Administrative Policy and Procedure

Travel and Expense

Section I: General

This document sets the Lopez Island Hospital District (LIHD) policy and procedures for travel and expense reimbursement and shall apply to all LIHD employees and commissioners. Any questions or comments shall be directed to the Superintendent.

Section II: Policy

It is the goal of the LIHD to provide sufficient and appropriate reimbursement for reasonable travel costs, including meals, when conducting official LIHD business. This policy was developed in accordance with relevant laws, including Internal Revenue Service (IRS) regulations. Employees and commissioners are expected to show good judgment and appreciation for economy when incurring travel expenses.

Section III. Process

Travel

1. **Authorization:** All travel must be authorized in advance by the Superintendent using the Travel Authorization form (Exhibit A). Superintendent's travel is approved by the LIPD Board President.
2. **Air Travel:** The Superintendent shall determine the most cost-effective mode of travel. Employees required to travel by air shall travel economy class whenever available.
3. **Personal Vehicle:** When an employee or commissioner is authorized to use a personal vehicle for official travel, compensation shall be set at the current mileage rate, as established by the Internal Revenue Service (IRS) and reflected on the LIHD Expense Report form.
4. **Rental Car:** If approved in advance, a rental car may be used by a commissioner or employee. The rental car shall be for official business only.
5. **Lodging:** Reasonable lodging expenses should be covered while traveling on official LIPD business. Employees and commissioners are expected to make lodging reservations in advance, when possible, to ensure lodging is secured at the most reasonable rate available.
6. **Expense Forms:** Upon return from authorized travel, all expenses must be documented using the LIHD Expense Report form (Exhibit B) within 7 days of the conclusion of the travel.
7. **Allowable Expenses:** Any reasonable expense for air travel, lodging, conference registration, meals, rental car, gas and personal vehicle expenses may be eligible for reimbursement. Miscellaneous expenses such as photocopying, business telephone calls, parking fees, ferry tolls, taxi fare, fax transmission and internet fees **may be** reimbursed upon presentation of actual receipts or other suitable documentation. The Superintendent will have the final authority to approve an employee's Expense Report, and the Board President will be responsible for approving the Superintendent's Expense Report.

8. **Non-Reimbursable Expenses:** Certain travel expenses are considered personal and not essential to the conduct of LIHD business. These types of expenses **are not** reimbursable and include things such as: laundry or valet service, entertainment expenses, cost of transportation to and from places of entertainment, alcohol purchases, room service charges, barber or beauty expenses, postage or damage of personal property.

Meals

To avoid the appearance of a conflict of interest, employees and commissioners shall not allow consultants, vendors or others with official business with LIHD to pay for meals while attending conferences.

1. Meals with overnight stay:
 - a. Any employee or commissioner shall be reimbursed for the actual cost of meals, including taxes and tip, not to exceed the following stated maximums: breakfast \$16, lunch \$19 and dinner \$29. These limits will be reviewed on an annual basis to ensure appropriateness.
 - b. Where conference registration or training tuition fees include one or more meals, the LIHD shall only reimburse for those meals not covered by such fees.
2. Meals without overnight stay:
 - a. Generally, reimbursement for meals is not an eligible expense when travel is not associated with overnight travel; however, consideration will be given for times when the travel requirement is longer than eight (8) hours.
 - b. Meals that are part of a working business meeting are eligible for reimbursement.

Lopez Island Hospital District
Travel Authorization Form

- 1. Any travel resulting in an overnight stay must be approved by the Superintendent in advance.
- 2. This form must be submitted at least 5 days prior to the date of travel to the Supervisor.
- 3. Supporting documentation must be presented at the time of request for travel including conference registration information.
- 4. In the expense Table, list type of expense, description of expense and cost.

Employee or Commissioner: _____

Name of conference or meeting: _____

Reason for attending: _____

Location: _____

Departure Date: _____ Return Date: _____

Will you be using your personal vehicle? YES NO

I hereby certify that the travel requested above will be incurred by me while on official LIHD business.

Employee or Commissioner Signature

Date Signed

Approved:

Supervisor

Date Approved