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Revised Date: 7/9/2015  
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## North Sound Mental Health Administration

### Section 3000 – Fiscal: Reimbursement for Travel – NSMHA Staff

Authorizing Source: NSMHA  
Cancels:  
See Also:  
Responsible Staff: Fiscal Officer  
Executive Director Signature:

Approved by: Board of Directors  
Motion #: 15-54  
Date:

Date: 7/9/2015

### **POLICY #3031.00**

### **SUBJECT: REIMBURSEMENT FOR TRAVEL – NSMHA STAFF**

#### **POLICY**

The North Sound Mental Health Administration (NSMHA) shall reimburse employees and volunteers for all allowable travel costs in order to perform work on behalf of NSMHA. Such costs may include, but are not limited to, travel by auto, airplane, meals, lodging and registration fees.

#### **PROCEDURES**

##### **Reimbursement Rates**

***Travel by Auto:*** Reimbursement for use of privately owned vehicles for NSMHA business will be paid at the established standard mileage rate. The rate shall be initially set to conform to the currently published mileage rate for business travel deductions set by the Internal Revenue Service (IRS). The rate shall be revised periodically as the IRS rate is revised so NSMHA mileage rate is consistent with the published IRS rate. The Executive Director shall promptly notify all employees, in writing, of adjustments to NSMHA's mileage rate and shall fix the effective date of each adjustment. Reimbursement for mileage and meals en route to destinations outside of the State of Washington shall not exceed the round-trip coach fare of a common air carrier unless approved by the Board of Directors. Any business travel mileage from the office and back to the office will be reimbursed.

If a person does not stop by the office and has business travel, they will deduct their normal commute from the total travel and ask for reimbursement for the balance. A person's normal commute will be considered the distance between their residence, the office and back to their residence. Mileage costs from an employee's residence to his/her normal place of work shall not be reimbursable as business mileage. Mileage for personal reasons will not be reimbursed.

***Meals:*** Receipts are required for meals. All meals outside of the county in which the employee is assigned shall be reimbursed while in the course of performing business for NSMHA. This shall include meals consumed while in the course of a business meeting and meals consumed while traveling to and from a meeting if said meals occur during travel. Reimbursement for meals will be for actual expenses and shall not exceed the following amounts:

1. Breakfast        12.00
2. Lunch            \$17.00
3. Dinner            27.00

This amount shall include gratuity.

Please note an incidental expense reimbursement of \$5 per day has been added. The following paragraph has been copied from the Government Services Administration listing what is an approved incidental expense. The federal travel per diem maximum amount is used to calculate NSMHA's total maximum meal amount for each day.

Chapter 300, Part 300-3, in the Federal Travel Regulation ([www.gsa.gov/ptr](http://www.gsa.gov/ptr)), under Per Diem Allowance, describes Incidental Expenses as:

1. Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses and others on ships and hotel servants in foreign countries.
2. Transportation between places of lodging or business and places where meals are taken, if suitable. Meals cannot be obtained at the temporary duty site.
3. Mailing cost associated with filing travel vouchers and payment of Government charge card billings.

***Travel by Airplane:*** All travel by airplane must be approved by the Executive Director. First class air travel is prohibited unless due to an emergency situation and with prior Board approval of the Board Chair.

***Lodging:*** An itemized statement from place of lodging is required. If lodging is approved to attend a conference, training, or seminar, lodging will occur at the conference site at the conference rate. If no lodging is available, lodging must be secured with the lowest rate accepted unless modified by the Executive Director.

***Out-of-State Travel:*** All out-of-state travel must be approved by the Executive Director. NSMHA Reimbursement for meals will be allowed at the following maximum rates :

- |              |         |
|--------------|---------|
| 1. Breakfast | \$12.00 |
| 2. Lunch     | 17.00   |
| 3. Dinner    | 27.00   |

This amount shall include gratuity.

#### **Expenses not Reimbursable**

1. Hosting (meals for, or entertainment of others);
2. Alcoholic beverages or tobacco;
3. Fines, penalties, etc.; or
4. Any unreasonable, unnecessary costs or personal preference items such as first class travel.

#### **Documentation of Expenses**

All expenses must be documented. Receipts should have the name, location and phone number of the vendor whenever possible. Documentation may include, but not be limited to, the following:

1. Actual mileage to and from meetings, excluding mileage to and from the work place that would have normally been traveled by the employee to arrive and leave the work site.
2. Receipts for parking, if available.
3. Receipts for lodging.
4. Receipts for rental cars.

Charge card slips are not acceptable documentation unless a detailed list of expenditures is made on the card slip.

Failure to provide requested documentation will result in the employee forfeiting his/her right to reimbursement.

**Procedure for Reimbursement**

At the end of each month, each employee who is seeking reimbursement for travel must complete an expense reimbursement form and attach required receipts. The Department Supervisor must sign the form indicating approval of expenses. In the case of the Executive Director, one of the officers of the Board of Directors must sign the reimbursement form. Reimbursement forms will be submitted to NSMHA's Accounting Specialist for processing and payment.

**ATTACHMENTS**

None