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North Sound Mental Health Administration

Section 4500 – Consumer Affairs: Travel Expenses

Authorizing Source: NSMHA
Cancels: Policy 3030.00
See Also
Responsible Staff: Fiscal Officer
Executive Director Signature:

Approved by: Board of Directors Date: 6/10/2010
Motion: #10-152

Signature:

Date: 8/28/2015

POLICY #4512.00

SUBJECT: TRAVEL EXPENSES

PURPOSE

The purpose of this document is to govern development of the Advisory Board annual estimated expenses and use of funds. It describes allowable purchases and reimbursements, limiting conditions, required authorizations, and required administrative processes regarding Travel Expenses.

It is intended that all policies and procedures set down comply with the policies and procedures of the North Sound Mental Health Administration, the State of Washington, and the US Federal Government. If a conflict occurs between policies and procedures in this document and those of the NSMHA, State, and/or the Federal Government, those of the NSMHA, State, and/or Federal Government will apply.

POLICY

Advisory Board members and other individuals traveling on Advisory Board business (as defined by and approved in advance by the Advisory Board) will be reimbursed from the Advisory Board budget. For travel to events during which meals, lodging, registration fees, and transportation (i.e., plane, taxi, train, etc.) are required, a travel advance is also available.

PROCEDURE

A. TRAVEL PRE-APPROVAL

1. Out of State

The NSMHA Executive Director must **pre-approve** all out-of-state travel.

Request approval by completing and submitting the *Advisory Board Travel Advance/Reimbursement Request Form* and (if applicable) the *Advisory Board Training/Conference Request Form* to the Advisory Board Finance Committee Chair. The NSMHA Advisory Board Finance Committee shall submit the request with a recommendation to approve or deny to the NSMHA Executive Director, the request shall be presented to full Advisory Board.

To request reimbursement, submit a completed *Advisory Board Monthly Reimbursement Request Form* attaching all receipts, AND the **pre-approved** *Advisory Board Travel Advance/Reimbursement Request Form*, AND, if applicable, the **pre-approved** *Advisory Board, Consumer and Advocate Training/Conference Request Form*.

2. **Automobile**

Reimbursement for the use of a privately owned vehicle for Advisory Board business will be paid at the established standard mileage rate. The rate is set to conform to the currently published mileage rate for business travel deductions set by the Internal Revenue Service (IRS), and may be revised periodically for continued consistency with IRS rates. The NSMHA Fiscal Officer will promptly notify the Advisory Board Finance Committee, in writing, of adjustments to the NSMHA mileage rate and shall fix the effective date of each. Reimbursement for mileage and meals en route to destinations outside the State of Washington shall not exceed the round-trip coach fare of a common air carrier unless approved by the Board of Directors.

To request reimbursement, submit a completed *Advisory Board Monthly Reimbursement Request Form* attaching all receipts, AND if applicable, the **pre-approved** *Advisory Board Travel Advance/Reimbursement Request Form*, AND if applicable, the **pre-approved** *Advisory Board, Consumer and Advocate Training/Conference Request Form*.

3. **Commercial Airline**

The NSMHA Executive Director and the Advisory Board and/or its Executive Committee must approve all air travel in advance. **First class air travel is prohibited except in emergencies and requires advance approval of the Chair and NSMHA Board of Directors.**

To request reimbursement, submit a completed *Advisory Board Monthly Reimbursement Request Form* attaching all receipts, AND the **pre-approved** *Advisory Board Travel Advance/Reimbursement Request Form*, AND, if applicable, the **pre-approved** *Advisory Board, Consumer and Advocate Training Conference Request Form*.

4. **Travel by Shuttle, Taxi, or Other Local Carrier**

The NSMHA has arranged with shuttle and taxi service to transport Advisory Board members to Mount Vernon and to bill the fare directly to us. Individuals who travel frequently or who have used these services before are invited to call these carriers directly for service to Mount Vernon. **Note: There are many organizations whose names begin with North Sound. When specifying the NSMHA as a destination or pickup point, refer also to the Carnation Building in Mount Vernon. This will help avoid confusion.**

Carrier/From	Phone	Contact Name	Account Ref. #
Airport Shuttle Bellingham, Everett, Marysville	800-235-5247	Anyone	NSMHA
Yellow Cab Snohomish County	425-259-2000	Anyone	NSMHA
San Juan Taxi Friday Harbor	360-378-3550	Anyone	NSMHA
Yellow Cab Whatcom County	360-332-8294	Anyone	NSMHA

You may be asked to sign an invoice when you arrive in Mount Vernon and asked again when you return.

Note: *The NSMHA can arrange transportation with additional carrier for transportation to and from Mount Vernon. Advisory Board members may submit such requests to the Chair, Advisory Board Finance Committee.*

5. **Meals During Travel**

All meals shall be reimbursed when an Advisory Board member, advocate, or consumer is performing business for the NSMHA. This shall include meals consumed in the course of business meetings and while traveling to and from Advisory Board meetings, subcommittee meetings, NSMHA Board of Directors meetings, QMOC meetings, etc.

Receipts are required for meal reimbursements. Reimbursement for meals will be for actual expenses and shall not exceed the amounts provided in Policy 3031.00 (<http://northsoundbho.org/Policies/Sections/3000/3031.00.pdf>).

Please note an incidental expense reimbursement of \$5 per day has been added. The following paragraph has been copied from the Government Services Administration (GSA) listing what is an approved incidental expense.

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

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

To request reimbursement, submit a completed *Advisory Board Monthly Reimbursement Request Form* attaching all receipts, AND if applicable, the **pre-approved** *Advisory board Travel Advance Reimbursement Request Form*, AND if applicable, the **pre-approved** *Advisory Board, Consumer and Advocate Training/Conference Request Form*.

6. **Lodging**

An itemized statement from the 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 lodging at the conference site is not available, other lodging will be secured at a comparable rate.

To request reimbursement, submit a completed *Advisory Board Monthly Reimbursement Request Form* attaching all receipts, AND if applicable, the **pre-approved** *Advisory Board Travel Advance/Reimbursement Request Form*, AND if applicable, the **pre-approved** *Advisory Board, Consumer and Advocate Training/Conference Request Form*.

B. TRAVEL REIMBURSEMENT and ADVANCES

1. Procedure for Reimbursement

Fill out a copy of the *Advisory Board Monthly Reimbursement Request Form*. Securely attach all receipts and documentation of costs incurred for each item for which reimbursement is requested, such as:

- a. Mileage to and from meetings.
- b. Receipts for parking (when available).
- c. Receipts for lodging.
- d. Receipts for meals.
- e. Receipts for registration fees.
- f. Receipts for materials or supplies.
- g. Plane ticket stubs or receipts for other transportation modes.

For Out-of-State Travel, remember to attach the **pre-approved** *Advisory Board Travel Advance/Reimbursement Request Form*, AND if applicable, the **pre-approved** *Advisory Board, Consumer and Advocate Training/Conference Request Form*.

A receipt and/or documentation must accompany each item presented for reimbursement. Failure to provide the required documentation will result in an inability of NSMHA to honor the request for reimbursement.

Charge card slips are not acceptable documentation unless an itemized list of expenses is also printed on the slip. In addition, when turning in charge card slips, please cover account numbers and expiration dates, as all receipts become public documents.

2. Procedure for Securing a Travel Advance

Travel advances are available for Advisory Board members and other consumers or advocates approved by the Advisory Board to travel on its behalf, attend conferences, seminars, trainings, etc. and are payable from the Advisory Board budgeted line item.

Complete and submit the *Advisory Board Travel Advance/Reimbursement Request Form*. List all projected expenses, such as transportation, lodging, meals, registration, etc.

If pre-approval is required, please remember to include the **pre-approved** *Advisory Board Travel Advance/Reimbursement Request Form*, AND if applicable, the **pre-approved** *Advisory Board, Consumer and Advocate Training/Conference Request Form*.

Present the filled-in *Travel Advance Request* form to the NSMHA Fiscal Office as far ahead as possible, ideally at least 30 days before the travel advance is needed. The NSMHA Fiscal Officer will mail a check for the travel advance funds as soon as it is processed. You may also pick up your check in person by special arrangement with the NSMHA Fiscal Officer.

Travel advance funds provided must be accounted for according to Washington State law, on the *Travel Advance Request Form*. Attach all receipts and documentation to verify that the funds were, in fact, spent in accordance with the intended purpose stated on the Travel Advance Request form.

NOTE: Any unused funds or funds for which receipts or other documentation are not available must be returned to the NSMHA Fiscal Officer.

ATTACHMENTS

None