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MARIN HEALTHCARE DISTRICT TRAVEL EXPENSE REIMBURSEMENT POLICY

I. PURPOSE

The purpose of this Travel Policy is to establish approval procedures, impose certain limitations on travel reimbursement and identify expense guidelines to promote prudent and cost effective travel.

II. POLICY

The Board of Directors recognizes the need to reimburse District staff and directors for reasonable and necessary travel expenses incurred while participating in educational programs and other business related activities. The Marin Healthcare District (MHD) will reimburse travel and travel-related expenses incurred by District Staff, Directors, officials, volunteers, and contracted consultants to attend MHD meetings and approved activities utilizing the following procedures.

III. PROCEDURE

A. Approval

All approvals are subject to review by the Board, and as requested by the Board from time to time. District Staff, and Board Directors who wish reimbursement for travel and travel-related expenses must complete, sign and submit an MHD Travel Expense Reimbursement Form (updated annually) along with all supporting receipts to the CEO or CFO for approval within thirty (60) days of the ending date of travel. The Chair of the Board of Directors shall review/approve expense reimbursements submitted by the CEO. The applicant, CEO, CFO, and Board Chair's signatures serve as an affidavit that the claim for reimbursement is valid.

Group travel of District Staff and/or Directors must be approved by the board in advance of travel and be budgeted. Non-budgeted travel must be approved in advance by either the Board Chair, CEO, or CFO. No expenses incurred by a companion traveling with District Staff or a Director will be reimbursed by the District.

B. Limitations on Expense Reimbursement

Reimbursement for expenses shall not exceed that which is reasonable and necessary for travel to the precise destination and date of the covered occurrence, whether by private automobile or common carrier. Expense costs for extra days prior to or after a conference, meeting, or authorized event will be reimbursed only if such extension is warranted for the business needs of the District. District Staff and Board Members should consult with the Board Chair, CEO, or CFO in advance of any travel if there are questions regarding reasonable and necessary expenses.

C. Limitation of Attendance

District Staff and/or Directors are authorized to attend and travel to those educational programs or other business related activities that have been approved by the board and budgeted. The Board Chair, CEO, or CFO may approve new travel and expenses as needed to serve the business of the District.

No more than two members of the Board, and less than a quorum of a Standing Committee of the Board, are authorized to meet together for business purposes of the District unless there is appropriate public notice of the meeting. Attendance at educational conferences, seminars and social activities by more than two members of the Board is not a violation of this provision or the Brown Act.

D. Auto Travel

Personal automobile expenses are reimbursed at the current IRS Mileage Rate in effect for the fiscal year. Trips to/from the airport near the city of residence are reimbursable for the mileage from the person's home or from the District Office if the person is traveling from outside a 50-mile radius from the airport.

A staff person or director who uses his/her personal automobile for transportation on District business may be reimbursed for the actual mileage driven on business and shall report such mileage on the 2nd tab of the District Expense Reimbursement Form. Reimbursement shall be made at the per-mile rate allowed by the Internal Revenue Service for that fiscal year. Staff or board members should consult with the Board Chair, CEO or CFO prior to using a personal vehicle for travel if the use of the vehicle would exceed reasonable and necessary expenses from an alternate method of travel. Those who use a personal automobile for District business shall carry automobile insurance coverage that complies with California law.

Parking, tolls, use of taxis, and public transportation are reimbursed at actual rates. Receipts or approved Manual Receipts are required.

The use of a rental car by a staff member or director shall be reimbursed when it is economically reasonable to rent a vehicle rather than use taxis or public transportation. Rental car discounts must be used whenever possible. If available, a compact vehicle will be requested, unless several staff or Board members will be using the vehicle together. Full insurance coverage must be purchased in connection with any car rental.

E. Air Travel

Airline travel should be planned and reserved far enough in advance (e.g., greater than fourteen days) to take advantage of advance purchase fares. Reimbursement will be approved only for coach fares; no business or first class tickets will be approved.

If savings can be realized on the airfare by having a staff member or director extend their stay to include a Saturday night, at his or her option, said director or staff member may extend his or her stay in order to realize such savings. The District shall reimburse the cost associated with the additional lodging and meals resulting from an extended itinerary, not to exceed the savings in airline fare.

F. Lodging

Lodging expenses for approved travel will be reimbursed for actual cost of room and applicable occupancy taxes. Personal expenses associated with lodging related to alcoholic beverages, tobacco, in-room movies, barber/beauty shop, gifts, magazines, personal telephone calls, mini-bar charges, etc., are not reimbursable. The District will not pay for overnight accommodations in locations that are within fifty (50) miles of the District Office or the person's home unless pre-approved by the Board Chair.

If, at the conclusion of a business-related trip, it would be impractical for a staff member or director to return home the same day and arrive home prior to 10:00 p.m. California time due to the distance that must be traveled, or the unavailability of a return flight, the staff member or director may lay over for one additional night and the District shall reimburse the costs associated with the additional lodging and meals resulting from the extended stay. In the case of an extended trip or an emergency situation, laundry and dry cleaning expenses may be reimbursed.

G. Meals

Meals during approved travel will be reimbursed at actual cost of the meal plus up to 15% tip. Incidentals such as tips given to porters, baggage handlers bellhops, and hotel maids shall be reimbursed by the District when reasonable and fair.