

SOM- Department of Obstetrics and Gynecology	TITLE: MCGHI Employee Travel	Policy: FI009
Department Guideline	Date: October 12, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

URL link to this on line policy is: http://hi.mcg.edu/aboutus/PDFPolicies/07_17.pdf

MCG Health, Inc
Subject: MCG Health, Inc. Employee Travel
Effective Date: October 4, 2004

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Revision 1
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OBJECTIVE

To provide MCG Health, Inc. (“MCGHI”) employees with guidance related to travel reimbursement, requirements, and reporting.

SCOPE

These guidelines apply to all employees of MCGHI seeking reimbursement for travel expenses. Members of the MCGHI Board of Directors shall be reimbursed in accordance with the provisions of the Board Member Travel Policy (Policy Number 7.04).

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POLICY

MCG Health, Inc. reimburses employees for all ordinary, reasonable, and necessary expenses actually incurred on authorized MCGHI business in accordance with the provisions herein. Expenses **must** be authorized, documented and approved. Those with approval authority are responsible for ensuring expenditures are ordinary, reasonable and necessary and have been reported in accordance with established policies. Employees shall **not** seek reimbursement for goods and/or services provided free of charge (not personally paid for by the employee).

PROVISIONS

1. GENERAL

A. CONTROL

Travel cost **must** be managed prudently. Management and control of expenses are the responsibility of each individual incurring the expense. Approval of expense reports is more than a formality for the approving manager. Approval provides that expenses submitted for reimbursement have been reviewed and found to comply with MCGHI travel policies. Expense reports are subject to audit procedures on a regular basis by MCGHI's Internal Audit Department. Any employee who files fraudulent expense reports, knowingly makes any false statements in connection with the filing and reimbursement of expenses, or who knowingly approves a subordinate's filing of a fraudulent report will be subject to disciplinary action up to and including termination. In

each instance, the employee will be required to return to MCGHI any and all funds that have been improperly obtained.

B. ADVANCED AUTHORIZATION

Any employee required to travel in the performance of his or her official duties is entitled to reimbursement for certain expenses incurred. To be eligible for reimbursement, employees **must** have advanced authorization for the performance of this travel. Only Administrators, Vice Presidents, Directors, Department Heads and Managers are authorized to approve absence. The employee cannot approve his or her own absence. Because of the potential liability implications, all official travel **must** be specifically authorized and approved in advance of departure. The authorization to travel **must** be requested on the Travel Request Form **Attachment 1. (See electronic version of the form available on the intranet).** The request **must** include an itinerary, estimated cost, mode of transportation, general purpose of travel, traveler's name, traveler's social security number, department, and cost center number. When applicable, a copy of the seminar or meeting announcement indicating the meeting place and times should be attached to the completed Travel Request form. The original Travel Request Form signed by an authorized official **must** be provided to the Accounts Payable department.

C. INSURANCE COVERAGE

Employees traveling on official business that has been authorized in advance are covered by MCGHI's workers compensation policy.

D. CHOICE OF TRANSPORTATION METHOD

Choices between methods of transportation should be made after a careful analysis of the distance, timeliness, and overall cost factors have been thoroughly considered.

E. REIMBURSEMENT METHOD AND TIME FRAME

Checks to reimburse employees for travel and related expenses will be **mailed** to the employee's home address within **ten (10) days** after the Accounts Payable department has received the completed, approved Travel Expense Statement Attachment 2 **(See electronic version of the form available on the intranet).**

2. AIR TRAVEL

A. AIRLINE CLASS

The most economical airline class service is to be used, whether it is tourist, coach, economy, discounted or other designation. Reservations should be made sufficiently in advance so that discounted fares and seating can be utilized when available.

B. BOOKING

It is the department's responsibility to reserve or book airline tickets in advance. Either Morris Travel or Augusta Travel agencies should be used for booking flights. If other agencies are used, employees will be responsible for payments, as Morris Travel and Augusta Travel are the only two (2) agencies authorized to use MCGHI's Business Travel account. Employees may utilize other agencies or other methods of booking airline tickets and still qualify for reimbursement. Morris Travel and Augusta Travel are recommended for use if the employee utilizes an agency for booking.

C. BILLING

Department personnel making flight reservations **must** instruct the travel agent to bill MCG Health, Inc. Attn: Accounts Payable, 1120 15th Street (BA7241), Augusta, GA 30912

D. LOST OR DAMAGED LUGGAGE

Clothing, personal hygiene items, and medications purchased as a result of lost or damaged baggage will **not** be reimbursed.

E. CANCELLATION OF RESERVATIONS

Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be MCGHI's obligation only when both of the following qualifications have been met:

- The employee's travel was approved in advance,
- The cancellation or change is made at the direction of and for the convenience of MCGHI. If the cancellation or change is made for the personal benefit of the employee, it is the employee's obligation to pay the penalties and charges. MCGHI will be obligated to pay the penalties and charges for cancellations and changes only when the following circumstances to prevent the planned travel:
 - Accidents,
 - Serious Illness,
 - Death of an immediate family member or,
 - Other critical circumstance beyond the control of the employee.

F. FREQUENT FLYER VOUCHERS

Employees will **not** be compensated for business use of frequent flyer vouchers, vouchers for bumping, discount coupons, or other instruments of value. Such discount instruments, if earned as a result of personally paid travel, should be used for subsequent personal travel.

G. DOCUMENTATION

When seeking reimbursement for the cost of airfare, an employee **must** provide a ticket stub, receipt, or other documentary evidence of the expense. The passenger's coupon from the airline ticket or other documentary evidence **must** be included with the Travel Expense Statement. Claims for reimbursement of airfare **must** represent the net amount paid by the traveler after any applicable exchanges, discounts, change fees, etc. When airfare is paid directly by MCGHI, and changes to the ticket are made which result in a refund, the refund **must** be made payable to the MCG Health, Inc.

3. TAXIS AND AIRLINE SHUTTLES

A. SELECTION

Reasonable and necessary charges for a taxi, including tips, are reimbursable when other modes of travel are **not** available or practical. To avoid unnecessary taxi expenses, employees should utilize regularly scheduled airport bus service between terminal facilities and hotels, many of which offer complimentary shuttle services.

B. TIPS

Tips for a taxi or an airline shuttle services, at a maximum of 15%, will be reimbursed.

C. NON-REIMBURSABLE EXPENSES

Transportation services for personal activities, such as trips to restaurants, are **not** reimbursable.

4. PERSONAL AUTOMOBILE

A. RATE PER MILE

Reimbursement for transportation by automobile will be at the predetermined rate per mile for all business miles driven. The rate per mile will be based upon the standard mileage rate guidelines set forth by the Internal Revenue Service for business miles driven and will be updated annually. Refer to Attachment 3 available on the intranet for standard mileage rate.

B. OTHER EXPENSES

Reimbursement may be made for storage, parking, bridge and toll roads, and other expenses incurred in the operation of a personal vehicle, provided that **original** receipts are submitted to substantiate charges incurred by the employee.

C. DIRECT ROUTE

The most direct route from the point of departure to the destination **must** be utilized to compute mileage reimbursement. When the purpose of the trip requires additional miles to be driven, point-to-point mileage records **must** be included in the appropriate section of the Travel Expense Statement.

D. INITIAL POINT OF DEPARTURE

The initial point of departure shall be considered as the employee's residence or MCGHI, whichever may be nearer the destination point. The initial point of departure on weekends or on holidays will be the traveler's actual point of departure.

When departing via common air carrier, reimbursement is permissible for mileage to the airport from residence and return to residence, when departing or returning on a weekend or holiday. If departing or returning on a weekday, mileage is computed from MCGHI. Reimbursement is also permissible for transporting official visitors to and from the airport.

E. ODOMETER

Actual odometer readings **must** be reported, and personal mileage **must** be excluded when determining the mileage for which reimbursement will be made.

F. PAYMENTS TO INDIVIDUALS

Reimbursement will **NOT** be made for payments to individuals made by the traveler, for example, payments made by the traveler to an individual for a ride sharing arrangement.

G. TRAFFIC FINES

Traffic fines and related court costs incurred while traveling on MCGHI authorized business will **not** be reimbursed.

H. RIDE SHARE

Employees traveling to the same place for the same function are encouraged to carpool. Employees sharing a ride with another employee using a personal vehicle and not claiming reimbursement for mileage, **must** indicate in the automobile mileage record section of the Travel Expense Statement the name of the person he or she rode with and the date(s) of the trip.

I. REPAIRS AND OTHER CHARGES

Charges for repairs, tow service, locksmith services, jump-starts, lubrication, traffic citations, parking tickets, etc., are the employee's responsibility and are **not** reimbursable.

J. GASOLINE

Employees will **not** be reimbursed for the purchase of gasoline.

K. DOCUMENTATION

The daily starting point and destination should be documented on the Travel Expense Statement along with corresponding odometer readings.

5. VEHICLE RENTAL

A. PERMITTED USE

Under certain conditions, employees may be permitted to rent vehicles for transportation that is necessary and convenient to the execution of their duties and services to MCGHI. A consideration of the economies between rental cars and available commercial transportation **must** be evaluated in granting approval to utilize a rented vehicle. A rental vehicle may be used in situations where it is the most cost-efficient means of transportation or when the efficient conduct of MCGHI's business precludes the use of other means of transportation. Rental transportation will **not** be authorized as a substitution for normal taxi and/or shuttle services. An employee receiving approval to utilize rented transportation will be reimbursed for the actual rental costs that are incurred for official transportation.

B. PERSONAL USE

No claim should be made and no reimbursement paid for mileage charges incurred as a result of personal transportation. Also, additional charges incurred for personal use by the employee when using a rented vehicle are **not** reimbursable.

When the car rental agency assesses a flat daily charge, MCGHI will reimburse the total flat daily charge provided that the use of the rental car is predominately business related.

C. INSURANCE

MCG Health, Inc. will reimburse employees for the optional assessment of personal accident (collision) insurance related to the automobile rental.

D. BILLING/PAYMENT

The car rental agency may directly bill MCG Health, Inc. Attn: Accounts Payable, 1120 15th Street (BA7241), Augusta, GA 30912.

Employees may pay for the vehicle rental using their personal credit card. For reimbursement, proof of payment and a detailed bill from the car rental company **must** be submitted along with the Travel Expense Statement.

E. GASOLINE

Car rental companies that require the vehicle to be returned with a full tank of gas charge substantially more per gallon to fill the tank than the regular price per gallon of gasoline. Therefore, employees should fill the gas tank before returning rented vehicles. MCGHI will reimburse the employee for the cost of the gasoline when an original receipt is submitted along with the Travel Expense Statement.

F. VEHICLE SELECTION

The vehicle rented should be reasonable in terms of size, cost, and capacity (number of passengers).

6. MEALS

A. ALLOWABLE

Reimbursement of meals within the county of an employee's place of residence, Richmond County, or within a thirty (30) mile radius of MCGHI or employee's place of residence is **NOT** allowed.

B. PER DIEM RATES

Reimbursement for meals will be based strictly upon the following per diem rates:

Effective Breakfast Lunch Dinner Total

In-State (GA) 05.01.2004 \$6.00 \$9.00 \$15.00 \$30.00

Out-of-State 05.01.2004 \$7.00 \$11.00 \$17.00 \$35.00

C. GUIDELINES FOR ELIGIBILITY

Employee's travel must include an overnight stay to be eligible for reimbursement for meals. Guidelines for eligibility by meal are as follows:

Breakfast – If departure occurs at 6:30 am or later, breakfast per diem reimbursement will **NOT** be permitted. If breakfast is provided at a hotel, motel, convention or conference, reimbursement for breakfast at the per diem rate will **NOT** be allowed.

Lunch – If return is before noon or departure is after noon, reimbursement for lunch at the per diem rate will **NOT** be permitted. If lunch is provided at a convention or conference, reimbursement for lunch at the per diem rate will **NOT** be allowed.

Dinner – If return is before 7:30 pm or departure is after 7:30 pm, reimbursement for dinner at the per diem rate will **NOT** be permitted. If dinner is provided at a convention or conference, reimbursement for dinner at the per diem rate will **NOT** be allowed.

D. DOCUMENTATION

Given that meals will be reimbursed at the per diem rates specified above, no receipts to document actual expense incurred are considered necessary.

7. LODGING

A. LOCATION

Employees should arrange for lodging at the nearest available point to the meeting place in order to avoid excessive transportation expenses. When possible, employees should stay at the convention or meeting site.

B. CHOICE OF ACCOMMODATIONS

Although adequate accommodations should be obtained, deluxe hotels and motels should be avoided whenever possible.

C. SHARING ROOMS

When a room is shared with other employees who are traveling together, reimbursement will be calculated on the pro-rata share of the total room cost. A traveling employee who is accompanied by a person(s) who is not an employee of MCGHI is entitled to reimbursement at the single room rate.

D. NON-REIMBURSABLE EXPENSES

Lodging expenses will only be paid for overnight accommodations. Late check-out penalties, personal services, entertainment, movies, pay TV in hotel room, laundry, valet services, barber and beauty salon, saunas, steam rooms, personal telephone calls and exercise facilities fees are **not** reimbursable. Costs incurred for non-cancellation of unused lodging reservations are **not** reimbursable.

E. BUSINESS RELATED TELEPHONE CALLS / INTERNET ACCESS

Employees will be reimbursed for business related telephone calls made while on approved travel. Employees will be reimbursed for internet access fees or dial up access when such access is used for business purposes.

F. DOCUMENTATION

Reimbursement will be made for lodging expense incurred in a hotel or motel on the presentation of an **original** receipt documenting payment. Reimbursement will be made for business related telephone calls on the presentation of an **original** receipt documenting payment.

8. REGISTRATION FEES

A. REQUIRED FEES

Registration fees required for participation in conventions or conferences that an employee is authorized to attend may be paid in advance by MCGHI or paid by the employee and subsequently reimbursed by MCGHI. For prepayment by MCGHI, employees **must** provide Accounts Payable a copy of the registration form, conference brochure, seminar or meeting announcement, or agenda, along with an approved Check Request. When the employee pays registration fees, MCGHI will reimburse when the above information is submitted, along with proof of payment.

B. PREPAYMENT

Registration fees cannot be prepaid if the amount is less than \$25.00.

C. NON-REIMBURSABLE

Reimbursements will **not** be made for optional assessments or fees for personal memberships. If a portion of the registration fee is applicable to meals, the employee is **not** eligible to be reimbursed at the per diem rate for that meal.

D. DOCUMENTATION

Employees **must** provide a receipt or other documentation of payment and a copy of the conference brochure, seminar or meeting announcement, or agenda.

9. REPORTING

A. TIMELINESS

Prompt submission of travel expense declarations is required of traveling employees. Travel Expense Statements **must** be submitted to Accounts Payable within thirty (30) days of the employee's date of return.

B. REQUIREMENTS

The Travel Expense Statement **must** be prepared in accordance with published instructions/policies, **must** include required supporting documentation, **must** be mathematically accurate, and **must** be appropriately approved. The information submitted **must** include only the specific expenses of the traveling employee and may **not** include any expenses for any other individuals or other employees.

C. DOCUMENTATION

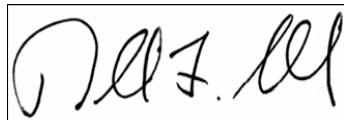
The use of the Travel Expense Statement form is required for compliance with MCGHI's Travel Policy.

NOTE: Failure to comply with or adhere to the guidelines set forth in this policy may delay or all together preclude MCGHI from reimbursing employees for travel expenses incurred.

RESPONSIBILITY

Accounts Payable and those with approval authority are responsible for ensuring the provisions of this policy are followed and that expenses have been reported in accordance with provisions herein.

Approved



January 31, 2005

President/CEO
MCG Health, Inc.

Date