



REGION 10 PIHP

SUBJECT Employee Travel and Expense Reimbursement	CHAPTER 02	SECTION 01	SUBJECT 03
CHAPTER Human Resources		SECTION Personnel	
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I. **APPLICATION:**

- PIHP Board CMH Providers SUD Providers
 PIHP Staff CMH Subcontractors

II. **POLICY STATEMENT:**

It shall be the policy of Region 10 that all employees will be reimbursed for reasonable pre-approved business expenses while traveling to meetings or conferences or conducting authorized company business.

III. **DEFINITIONS:**

Business Mileage: Total reimbursable mileage.

Commuting: Traveling from one destination to another.

Commuting Expense: The employee’s cost of commuting (e.g., mileage, cab, or bus fare).

Employee: Any full-time or part-time individual who works directly for Region 10 PIHP.

HRIS: Human Resource Information System

Normal Commute: Mileage from home address to normal work address.

Personal Mileage: Miles for your normal commute to and from work and any other personal travel.

Reimbursable Mileage: Mileage incurred (in accordance with this policy) while performing assigned job functions, which does not include personal mileage.

Total Mileage: Combined personal mileage and business mileage.

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IV. **STANDARDS:**

- A. Region 10 will reimburse employees for reasonable out of pocket expenses incurred while traveling to meetings or conferences or conducting authorized company business. Reimbursable expenses include mileage, parking, meals, tips, telephone and fax charges, and purchases on behalf of the agency. Employees who travel on company business are expected to have a valid driver's license and insurance on their vehicle.
- B. Time spent at external meetings, conferences, and other authorized company business is considered work time and should be added to your timesheet. This includes time spent driving to the meeting or conference after subtracting your normal commute time during the work week. Time spent away from meeting or conference for lunch or dinner is not considered work time.
- C. Meal reimbursement caps are as follows: Breakfast: \$16.00; Lunch: \$20.00; Dinner: \$32.00. Tips should be no more than 20% of your total meal cost.
- D. Mileage will be paid at the standard I.R.S. business mileage rate. Carpooling should be used whenever two or more employees are attending the same event. When calculating business miles, personal mileage must be deducted from total mileage. Personal mileage does not need to be deducted from total mileage if traveling out-of-town for a conference and travel needs to occur on a day that Region 10 is not open. For example, traveling on the weekend for a conference.
- E. Employee will submit request for expense and mileage reimbursement using the HRIS system.

V. **PROCEDURES:**

- A. **Expense Reimbursement Procedure for Region 10 Direct Staff**
 - 1. Using the HRIS system, staff will add expense reimbursement requests directly to timesheet under the "Reimbursement" tab for the pay period in which the event occurs.
 - 2. Staff will enter date, fund, department, pay category (expense, meal, or mileage), notes, and amount under the "Reimbursement" tab. *Staff must attach receipts to receive reimbursement.
 - 3. To upload receipts for a reimbursement request, scan receipts and save to the HRIS system under "Docs" tab.
 - 4. Staff will submit a request to supervisor for approval with the bi-weekly timesheet.
 - 5. Supervisor reviews and approves reimbursement requests bi-weekly.

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B. Mileage Reimbursement Procedure for Region 10 Direct Staff

1. Staff will determine total mileage and enter information into Region 10 Mileage Log (Exhibit A), including: employee name, position, date submitted, travel date, starting location, destination, description, business mileage, and personal mileage.
2. Using the HRIS system, staff will enter total reimbursement amount from this form into the timesheet under the "Reimbursement" tab for the pay period in which the event occurs and upload form under the "Docs" tab.
3. Staff will submit request to supervisor for approval with the bi-weekly timesheet.
4. Supervisor reviews and approves reimbursement requests bi-weekly.

VI. **EXHIBITS:**

- A. Region 10 Mileage Log

VII. **REFERENCES:**

None.

