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## REGION 10 PIHP

<b>SUBJECT</b> Employee Travel and Expense Reimbursement	<b>CHAPTER</b> 02	<b>SECTION</b> 01	<b>SUBJECT</b> 03
<b>CHAPTER</b> Human Resources	<b>SECTION</b> Personnel		
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### I. **APPLICATION:**

- ☐ PIHP Board      ☐ CMHSP Providers      ☐ SUD Providers  
☒ PIHP Staff      ☐ CMHSP 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.

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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 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 the 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 attend 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:**

Region 10 staff will create expense reports in the HRIS to request reimbursement for expenses, meals, and mileage. One expense report will be created per pay period and will include all expenses incurred during that pay period.

- A. Using the Human Resource Information System (HRIS), staff will create an expense report for expenses, meals, and mileage reimbursement for the pay period in which the event occurs.
- B. For expenses and meals, Staff will enter date, pay category (expense or meal), notes, and amounts within the expense report. staff must upload receipts to receive reimbursement.

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- C. For mileage reimbursement, staff will enter date, pay category (mileage), and notes in the expense report. Staff will determine business mileage and enter information into expense report. Staff should not include personal mileage on the expense report.
- D. Staff will submit expense reports to supervisor for approval in the pay period in which the event occurs.
- E. Supervisor reviews and approves expense reports as received.

VI. **EXHIBITS:**

None.

VII. **REFERENCES:**

None.

