

STANDARD OPERATING PROCEDURE

OFFICER / COMMITTEE TRAVEL REIMBURSEMENT FINANCE COMMITTEE

A. Purpose

To standardize the reimbursement of expenses for North Central Texas Trauma Regional Advisory Council (NCTTRAC) Officers and Committee Chairs who are traveling on behalf of NCTTRAC to Regional Advisory Council (RAC) related functions.

B. Policy

It is the practice of NCTTRAC to reimburse out-of-pocket costs associated with attendance at RAC related functions in accordance with this policy. Members who avail themselves of this policy are requested to be mindful of the need to conserve costs related to RAC related functions and are, therefore, requested to hold the costs for which reimbursement is sought to a minimum.

These procedures have been developed to ensure that NCTTRAC adheres to IRS regulations relating to reimbursement of travel expenses.

C. Procedure

To be reimbursed, the *Officer / Committee Travel Expense Report* form must be completed and submitted as soon as possible, but not later than 60 days after travel has been completed. Travel funds must be available in the committee's budget in order for travel reimbursement to be approved for payment.

D. Receipts and Documentation

Members must submit a written request for travel reimbursement using the *Officer / Committee Travel Expense Report* form.

- Such request must be supported by original receipts for all expenses except meals, and incidental expenses less than \$25. Meals will be paid according to the per diem schedule described later in this document. While an original receipt is not required, it is preferred that all incidental expenses be documented by a receipt regardless of amount. In unusual circumstances or if original receipts are not available, copies of receipts may be accepted.
- Charges for air transportation must be supported by the passenger coupon portion of the ticket or the passenger receipt and itinerary when the passenger coupon is not available.
- Hotel charges must be supported by an itemized bill with evidence of payment.
- NCTTRAC does not reimburse any expenses for an accompanying spouse, relative or friend.
- Expenses that are not properly documented under these guidelines will not be reimbursed. Note that IRS regulations state that credit card receipts or statements are not acceptable as documentation of expenses and will not be accepted for reimbursement by NCTTRAC.

E. Transportation

- Transportation expenses will be reimbursed based on the most economical mode of transportation and the most usually traveled route consistent with the authorized purpose of the trip. This determination should be based upon the total cost of travel, efficient use of the member's time, and convenience of the member. The NCTTRAC Chair or the Executive Director must approve any exception.

- Air Transportation
 - Air transportation costs will be reimbursed if travel exceeds 150 miles one way.
 - NCTTRAC members are expected to fly in economy class.
 - Air transportation must be supported by the passenger coupon portion of the ticket or the passenger receipt and itinerary when the passenger coupon is not available and should be accompanied by a receipt showing payment or method of payment. Charges for ticket changes made for the traveler’s convenience are the responsibility of the traveler.
- Ground Transportation
 - The use of ground transportation is encouraged.
 - Ground transportation costs, such as coach rail or bus, will be reimbursed for travel outside the regional boundaries of TSA-E.
 - Ground transportation between the individual’s home, the airport and the meeting location by shuttle, taxi, or bus will be reimbursed.
- Travel by Personal Vehicle
 - The use of a personal vehicle will be reimbursed for travel outside the regional boundaries of TSA-E.
 - The use of a personal vehicle will be reimbursed at the current mileage rate approved by the U.S. General Services Administration* based on the most direct traveled route consistent with the authorized purpose of the trip. Mileage reimbursement will be based on the odometer reading from point of origin to destination and back. Local mileage for meetings and events while traveling away from home will be reimbursed based on the actual odometer reading.
- Rental Car
 - NCTTRAC members may rent a car to their destination when driving is more convenient and less expensive than airline travel when it is the most convenient or least expensive mode of transportation.
 - Alternative modes of transportation such as taxi and airport or hotel shuttles should be given first consideration.
 - Collision damage waiver (CDW) coverage should be purchased for rental cars unless the member uses a credit card that provides such coverage automatically.
 - Members renting cars must comply with all rental agency requirements such as listing driver(s), age restrictions, location or state of operation, etc. as well as all state and local laws governing operation of a motor vehicle.
 - Violations of any requirement of the law (driving under the influence, traffic violations, careless or reckless driving) are the member’s personal responsibility.
 - Mileage reimbursement is not available with rental car option.

F. Lodging

- NCTTRAC will cover the cost of lodging based on actual expenses incurred.
- Members are expected to use sound business judgment in selecting accommodations. If a state or corporate rate is available the member should request such rate when making the hotel reservation. Special rates provided by a host hotel for a seminar or conference will be reimbursed. If special rates are not available the best rate available should be obtained at the host hotel or at a similar category hotel within a reasonable distance to the seminar or conference. Reimbursement for lodging will not exceed \$300 per night plus applicable taxes and fees. If late arrival is guaranteed and the reservation must be canceled, the cancellation must be made within the time required. NCTTRAC will not pay for no-shows.

- The original hotel receipt must be provided and must show the traveler's name as the guest, an itemized list of charges by date, payment made by the traveler, and a balance of zero. If payment made by the traveler does not appear on the receipt (showing bill is unpaid), the traveler shall submit proof of payment.

G. Meals

- Meals will be reimbursed based on a per diem allowance approved by the U.S. General Services Administration*. The daily per diem is intended to cover the costs of meals and gratuities while traveling overnight. Partial per diem rates will be provided on travel days in accordance with the U.S. General Services Administration*. Travel days are the first and last day of each trip and are paid out at 75% of the daily per diem rate. Exceptions:
 - If it can be demonstrated, prior to departure, that the customary per diem allowance is insufficient for the travel destination, or documented through detailed receipts upon return, additional costs may be reimbursed at the discretion of the Chair of the Board of Directors, or the Executive Director. The General Services Administration (GSA) Schedule of Per Diem Rates should be used in determining appropriate adjusted per diem rates.

H. Incidental Expenses

- NCTTRAC will reimburse reasonable expenses for the following:
 - Ground transportation to/from the individual's home and the airport and to/from the airport or hotel and the meeting location
 - Tips for sky caps, bellmen, etc.
 - Parking when a personal or rental vehicle is used
 - Other incidental expenses subject to adequate documentation
- NCTTRAC will not reimburse the following expenses:
 - Alcoholic beverages
 - Limousines
 - Entertainment
 - Laundry
 - In-room movies
 - Personal items (i.e., shampoo, shaving cream, toothpaste or in-room mini bar)
 - Personal telephone calls

Whenever possible, incidental expenses should be documented by receipt regardless of amount. Any incidental expense greater than \$25 must be documented by an original receipt. All incidental expenses submitted for reimbursement are subject to review and approval by NCTTRAC.