

Human Resources Policy/HRP-T590

Travel Reimbursement

Policy:

The objectives of the Northwest Kidney Centers Travel Reimbursement policy are to ensure that travelers on official business manage their affairs in the most economical way and are reimbursed for necessary and reasonable expenses in a manner that is in compliance with Internal Revenue Services (IRS) and other regulatory requirements.

Travel is defined as a movement on officially authorized NKC business from one's home or normal place of employment to another destination, and return from this destination to one's place of employment or home. These are considered normal commuting expenses by the IRS.

Reimbursable expenses that will be considered include: The cost of the course; airfare; hotel accommodations; meals, and necessary ground transportation. Excluded costs are alcohol, entertainment and parking fees. Annually a maximum allowable expense for meals and lodging will be determined by the Finance Department. Approved requests are sent to the employee and the appropriate supervisor. An advance for the cost of travel or registration may be requested once approval has been received.

Requests for reimbursement for qualified expenses that are made beyond the timeframes listed in the procedures will be denied by the Accounting Department. The person making the request will be notified by email of the denial.

Procedure:

1. Prior approval for business travel and the incurring of expenses must be obtained from the employee's manager.
2. Expenses will be reimbursed according to the following guidelines:
 - a. Air Fare: The traveler will receive full reimbursement for coach fare on the most direct flights available. An original receipt is required. Individuals should make reservations as far in advance as possible to take advantage of reduced or special fares. NKC encourages use of the designated NKC travel agent, if designated.

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- b. Lodging: Full reimbursement is allowed for the least expensive available single occupancy room in a moderate hotel or motel, or the hotel or motel where the professional/business meeting is taking place. A receipt is required which gives the detailed breakdown of the charges.
- c. Meal Reimbursement During Business Travel: The finance department sets a maximum reimbursement amount for daily meals that is intended to cover meals which you had to purchase because your job required you to be away from home or your normal place of work. Receipts for meals purchased must accompany request for reimbursement. If you extend your travel for personal reasons, meals will not be reimbursed for this time.

Staffs that travel in relation to their positions on non-overnight travel will not be reimbursed for lunch on a normal workday. Exceptions may be approved for unusual circumstances by the department/unit manager. If the staff member is unable to return to NKC, dialysis facility or home by 7:00 p.m. (providing 7:00 p.m. is outside the normal workday), he/she may be reimbursed for dinner allowance. Receipts are required.

- d. Mileage Reimbursement: Normal commuting is not reimbursable. A normal commute is defined by the IRS as daily transportation expenses incurred in going between a residence and a work location (temporary or otherwise).

If you work at two or more places each day, mileage from one location to the other is reimbursable. A second roundtrip from home to a work location is also reimbursable, such as in the case of an on-call staff. However, if you are called in to work on an unscheduled workday, the first commute from home to work and back is non-reimbursable.

All reimbursement requests for mileage must state the departure and destination in addition to the mileage. Reimbursement will be based on the current IRS mileage allowance.

Requests for local travel reimbursement must be made by completing a "Northwest Kidneys Centers Expense Report" within 12 weeks of date of travel and within 30 days of fiscal year end.

- e. Private Transportation in Lieu of Air or Other Travel: When travel by private automobile is cost-justifiable, reimbursement will be based on the current IRS mileage allowance. In order to be cost-justifiable, reimbursement may not exceed the cost (or the sum of the cost for more than one traveler) of roundtrip coach airfare between the nearest commercial airport serving the cities of origin and destination (based on available air service).

Highway, bridge, ferry, and reasonable parking charges are allowed. Receipts are required.

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- f. Vehicle Rental: Vehicle rental reimbursement is allowed with prior approval from the department manager or director. A receipt is required.

Parking expenses for a rental car at a hotel are generally not allowed unless the airport/hotel does not provide shuttle services or cab service is not available.

- g. Miscellaneous Transportation Expenses: Taxi services to and from airports, plus reasonable tips are reimbursable where public transportation or hotel limousine service is not practical. Taxis are accepted, for example, between hotels and airports, between appointments or between hotels and places of meetings. All receipts obtained for these expenditures should be returned to NKC to receive reimbursement.
- h. Miscellaneous Expenses: Other miscellaneous expenses associated with travel are reimbursed subject to approval. All receipts obtained for these expenditures should be returned to NKC. These expenses include the following:
- (1) Business telephone calls, including those necessary to obtain transportation and hotel reservations.
 - (2) Expenses associated with baggage handling and storage, including reasonable tips.
 - (3) If travel for business purposes exceeds 5 working days, expense for laundry will be reimbursed.
 - (4) Alcohol and entertainment expenses are not reimbursable.
- i. Traffic/Parking Tickets: Reimbursement will not be made for traffic or parking tickets received by an employee on NKC travel. If an employee receives a parking ticket of any type while using an NKC vehicle, he/she must immediately bring the ticket to the Accounting Department together with cash or personal check in the amount necessary to reimburse NKC for paying the citation.
- j. Personal Expenses: Reimbursement is not permitted for personal expenses incurred while on official Northwest Kidney Centers travel.
- k. Trips with More than One Purpose: When a trip has more than one purpose, the traveler and the department manager must obtain approval in advance from the department director for the distribution of all costs between Northwest Kidney Centers and other sources.
- l. Travel with an Individual Not On Official NKC Business: If a person on official NKC travel is accompanied by a person or persons not on official NKC travel, and if expense for travel, accommodations or other services are incurred jointly by such persons, then reimbursement by NKC to the person on official travel is limited to the actual expenses incurred or to the amount that the traveler would have incurred if traveling alone, whichever is less.

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3. **Advances Against Traveling Expenses:** Advances against traveling expenses in an amount anticipated to cover expenses of a trip are available if desired upon presentation of a Request for Travel Advance form approved by the employee's manager or, in the case of a manager, by the department director, with estimated costs of travel expenses to the Accounting Department. NKC will not give travel advances if the employee has an outstanding advance for which an expense report has not been submitted and any amounts owing settled.