

**ASHLEY COUNTY MEDICAL CENTER
PERSONNEL POLICIES**

TITLE/DESCRIPTION: Travel Expenses

EFFECTIVE DATE:
September 24, 2012

APPLIES TO:
ALL EMPLOYEES

APPROVED BY:
ACMC BOARD

PURPOSE: To provide guidelines for travel expense reimbursements

POLICY:

- Educational class must have administration approval
- The employee must have educational expenses approved by the Department Manger and Management.
- The employee may choose to pay all expenses and then fill out an expense report for reimbursement to be signed off by the Department Manager and Administration.
- If employee needs an advance for expenses, they are to get a reservation quote from motel and send a check request with Department Manager signature to Accounts Payable to have a check cut to carry with them to the meeting.
- Travel expenses - Travel expenses will be evaluated for cost saving whether flight arrangement or travel by car. When employees are attending the same meeting, carpooling is encouraged when traveling by car to eliminate double car mileage. Only economic class will be approved when traveling by air.
- Reimbursement costs – Meal costs will not exceed the state rates of \$61 – breakfast - \$10, Lunch - \$15 and Dinner -\$31. Subject to yearly State Incidental (M & E) Breakdown.

EFFECTIVE DATE OF THE PROGRAM: