

Policy Statement on Travel Expense Reimbursement

Air Travel

Air travel will be reimbursed for a coach class airfare by the most direct or most economical route from the point of origin to the destination. Original ticket/passenger receipts must be submitted with the reimbursement voucher. Copies of a ticket are acceptable only when travel for an activity at Sunrise Health System is combined with travel for another organization. Travelers whose itineraries combine Sunrise Health System activities with non-Sunrise Health System destinations should obtain a round-trip fare quotation to the site of the Sunrise Health System function prior to travel. The amount of Sunrise Health System's reimbursement for a multiple destination airfare will not exceed the cost of this round trip fare quotation. Upgrades to first class are not reimbursable.

Ground Transportation

Reimbursement is made for the most appropriate means of ground transportation to and from the airport at the point of origin to the destination point and is limited to \$100.00, which includes taxi, auto rental, and airport parking charges. Sunrise Health System will reimburse cost for rental auto without prior approval. Original receipts are required for all ground transportation expenses regardless of amount.

Meals

Reimbursement for meals when on Sunrise Health System business is limited to \$60.00 actual costs for all meals incurred in a single day. If a meal charge covers other than the contractor, this must be indicated on the expense voucher. Charges for spouse or guest(s) should be deducted on the receipt. When the Sunrise Health System activity has scheduled a group meal function as part of the official meeting, expenses for meals purchased elsewhere are not reimbursed unless specifically authorized prior to charges. Original receipts are required for reimbursement of all meal expenditures.

Hotel

Sunrise Health System will reimburse lodging expenses up to \$225.00 per night for the duration of a meeting or conference. If a spouse or guest shares the room, only the single occupancy charge should be included on the voucher for reimbursement. A copy of the itemized hotel statement must accompany the voucher. Credit card receipts are not sufficient to document hotel charges.

When lodging is being billed to a Sunrise Health System master account, travelers should obtain a copy of the bill and verify all charges. A copy of the bill, signed by the traveler, must accompany the reimbursement voucher.

Hotel rooms which are placed on Sunrise Health System's master account are usually guaranteed by Sunrise Health System for a late arrival on the date designated by the traveler. If you must change your plans and will not require a room which is reserved, please contact the Sunrise Health System Office of CME or the hotel directly to cancel the reservation. Sunrise Health System is responsible for payment of room charges if the reservation is not cancelled by 6:00 p.m. on the arrival date.

If you stay an extra night(s) for personal or non-Sunrise Health System related business, you are responsible for payment of additional charges. If there are extenuating circumstances requiring an extra night at the hotel (e.g., early arrival, late departure for pre- or post- meetings) please notify the Sunrise Health System Office of CME staff so that reimbursement for this can be authorized. In the absence of any advance authorization, charges for an extended stay will be deducted from any reimbursement due.

Advance authorization is also required for extended stays to take advantage of weekend airline discounts or associated with travel via personal auto or via indirect routing. Authorization only will be made when it can be determined that the additional lodging expense results in reduced overall expenses.

Reimbursement for lodging in private homes (e.g., a relative's home, bed and breakfast, etc.) will not be made if standard hotel accommodations are available which are convenient to the meeting/survey location.

Miscellaneous Expenses

Expenses of a personal nature, i.e., those unrelated to Sunrise Health System business, are not authorized for reimbursement by Sunrise Health System. These include unauthorized extended stays at the hotel and additional travel, hotel, meal, and incidental charges for other family members or guests, and travel expenses incurred for business related to other organizations. None of these aforementioned expenses should be charged to Sunrise Health System. Personal incidental expenses, including cleaning, laundry, in-room video, health club or sports fees, mini-bar service, non-Sunrise Health System business calls, and miscellaneous entertainment, are not considered reimbursable. Expenses of a personal nature should be paid out-of-pocket and not be indicated on the expense voucher.

Vouchers

Reimbursement of expenses may be obtained by completing a "Travel Voucher" or by submitting original receipts for all transportation (excluding personal auto), lodging expenses, and meals to the Sunrise Health System Office of CME. If utilizing a "Travel Voucher" form, all parts of the voucher are to be completed. Original receipts are required for all transportation reimbursement, regardless of amount, except in the case of combined travel as outlined above. Original receipts for all travel related expenses and/or completed travel vouchers should be forwarded to the Sunrise Health System Office of CME within 30 days following the travel event.