



Policy Manual

Policy Title:	Expense Reimbursement – Travel	Adopted Date:	7/28/2011
Policy Category:	General Operations	Review Date:	1/22/2014;7/28/15
Policy Number:		Amended Date:	1/22/2014; 8/12/2015

Purpose: An effective travel policy provides guidelines for decisional consistency and establishes the protocol for the development and implementation of policies and procedures that protect the financial activity of the chapter.

Policy: The chapter will reimburse members for registration, transportation, meals, and other travel related expense according to defined and board approved conditions.

Procedure:

1. All requests for travel related expense will be identified on the Tennessee Chapter Expense Report and sent to the current Chapter President, chairperson of the event (i.e. Institute, roadshow, social, etc.), District Vice President, and/or Board Member for approval. The Disbursement Policy will be followed regarding Officer expenses regarding approvals needed. Airline tickets and hotel bills along with other applicable receipts must be attached to the personal expense report. In lieu of the TN Chapter expense report, an employer expense report may be submitted.
2. If an individual chooses to stay at a hotel other than the hotel site, the chapter will reimburse the lesser of the actual hotel cost or the discounted conference site rate.
3. Meal reimbursement will be the actual reasonable expenses supported by receipts. A reasonable amount may be determined according to CONUS per diem located on the U. S. General Services Administration web site. The shortcut to this page is www.gsa.gov/mie. Exceptions may be made at the approval of the President or President Elect. If meals are provided as part of the conference, then valid reasoning must be provided for reimbursement outside the conference before additional expense will be incurred. A full day's meal expense will be reimbursed only if travel and meeting time exceeds 12 hours.
4. Transportation reimbursement will be calculated according to the current safe harbor amount identified at www.irs.gov for personally owned automobiles. Transportation for airfare will be reimbursed for coach rates plus reasonable baggage fee when the airfare cost is less than the mileage per diem rate. Reimbursement for personal auto is limited to coach airfare plus \$20 (to cover ground transportation to and from airport) for individuals who choose not to fly when flight cost would have been less than ground travel cost. If a flight would normally be anticipated for the transportation, the expense report should include an estimated airline cost based upon a 21-30 days pre-purchase ticket. A comparison should be made using this airline estimate plus reasonable baggage fee plus \$20 ground transportation versus the mileage.
5. Rental cars are reimbursable only when public transportation is not available. Only the President or President Elect, at his/her discretion, can choose to rent a car/van for transporting the group. Reimbursement to others who rent a car will be made at the discretion of the President or President Elect and requires prior approval of the President or President-Elect.



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6. The chapter will not reimburse entertainment expense, personal guest expense, long distance telephone expense, and travel life insurance.
7. Tips for luggage in and out will be at the normal rate per bag. Tips for reimbursable meals shall not exceed 20% of the meal cost.
8. Reimbursement for registration and travel expense will be available to for the President, President-Elect, Spouses, Institute Chairperson(s), Chapter Officers, Board Chair, STAR Chairs and Co-Chairs, Speakers, and Others according to the following schedule:
 - Chapter Institutes – Fall, Winter, Spring Registration Fee:
President, President-Elect
Institute Chairperson(s)
Secretary, Treasurer
Speakers
 - Chapter Institutes – Fall, Winter, Spring Hotel and Reasonable Expenses for travel:
President, President-Elect
Institute Chairperson(s)
 - Chapter Institutes – Fall, Winter, Spring Registration and Travel Related Expense for 24 hours:
Speakers – Expenses should be reasonable in accordance with our travel policies and they should provide the documentation needed to support the expenses. A W-9 will also be required to be completed.
 - Dixie Institute Registration and Travel Related Expenses:
President, President-Elect
Institute Chairperson(s)
 - Fall Presidents Meeting Travel Related Expense:
President, President-Elect and Spouses
 - HFMA Annual Institute (ANI) Registration and Travel Related Expense:
Chairman of the Board and spouse
President, President-Elect
 - Leadership Training Conference (LTC) Registration and Travel Related Expense:
Ten Chapter Leaders
Selected by President-Elect
 - Mini-LTC Meals and Travel Related Expense:
Officers
STAR Committee Chairpersons & Co-Chairperson
Invited National Leaders
Other past-presidents/speakers as invited by President elect, limited to reasonable number
 - Road Shows Registration:
President, President-Elect
District VP
Program Chairperson/Designee
Employees of Hosting Facility (limited to a \$500 equivalent for registration) Invited at Discretion of President



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Procedures

1. Meal reimbursement will be calculated according to the following schedule:
 - Departure before 6:00 am; Return after 6:00 pm 100%
 - Departure before 6:00 am; Return before 6:00 pm Breakfast and Lunch
 - Departure after 6:00 am; Return before 6:00 pm Lunch
 - Departure after 6:00 am; Return after 6:00 pm Lunch and Dinner
2. The TNhfma Expense Report is an excel spreadsheet, which can be used to efficiently assist documenting and calculating your reimbursable travel expenses. Key in the appropriate information fields as follows:
 - **Mail Check To:** - Indicate the location that you wish the check to be mailed to in this area.
 - **Week Ended Date** - Keying in the Saturday week ended automatically populates the dates for each day on the expense report
 - **Mileage Expense** - When mileage reimbursement is required, keying in the actual mileage to left of the "MILES" designation automatically calculates the reimbursement entitlement in the adjacent (column 4) field.
 - **Travel Related Expenses** - Column 4 is also used to identify taxi, parking, tolls, fuel, as well as, other local transportation.
 - **Airfare** - Column 5 under the Transportation Field is used to identify reimbursable airfare expenses
 - **Lodging** - Lodging expenses should be entered in column six on the line adjacent to the appropriate day.
 - **Meals** - Reimbursable meal expenses should be identified under column 7, adjacent to B (Breakfast), L (Lunch), D (Dinner).
 - **Other Expenses** - column 11 can be utilized for other approved reimbursable expenses.
 - **Memo** - The memo field can be used to provide an explanation of other reimbursable travel expenses.