



HENRY FORD HEALTH SYSTEM

**TRAVEL, MILEAGE, and EXPENSE
GUIDANCE**

Effective August 1, 2013

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SCOPE

These travel and expense guidelines apply to all HFHS employees and employees of its Affiliates.

The standards set in these guidelines comply with the Internal Revenue Service's rules and regulations relating to travel and expense reimbursement.

The most current version of these guidelines as well as responses to certain frequently asked questions may be accessed through the HFHS internet site.

Staff eligible for Professional Development Allowances should use the PDA procurement card for Non-Participant travel expense in accordance with the guidelines of the PDA program. (See the Professional Development Policy 262.00 and Professional Development Allowance Policy 264.00)

Travel and expense reimbursement for Senior Medical Staff is governed in accordance with these guidelines, Professional Development Policy 262.00, and Professional Development Allowance Policy 264.00.

OBJECTIVE

All employees who incur approved business expenses are eligible for reimbursement. This guideline establishes procedures for employees incurring business travel and expenses on behalf of the company.

The objectives of this guidance are to:

Ensure employees have a clear and consistent understanding of policies and procedures for business travel, entertainment and expense reimbursement.

Ensure expenses are legitimate and business related.

Ensure expenses are cost effective.

Enforce compliance to maximize the Company's ability to negotiate discounted rates with preferred suppliers, ultimately reducing cost.

Ensure compliance with the Internal Revenue (IRS) guidelines.

RESPONSIBILITIES AND ENFORCEMENT

Senior Leadership/Chairpersons/Administrators are responsible for enforcing this guideline.

Exceptions to these guidelines can only be granted by members of Senior Leadership (which includes the System's CEO, COO, CMO or CFO as well as business unit CEOs and COOs). The exception must be in writing and submitted as a part of the receipt package in Concur along with the request for reimbursement. Please use the comments field under the select expense type to indicate this exception memo is attached.

Approvers are responsible for reviewing expense reports for compliance with this guideline and verifying the legitimacy and accuracy of charges.

Employees are responsible for complying with the policy and/or guidelines. When submitting expense reports, it is expected that employees will neither financially gain nor lose. Employees are also expected to treat all expenditures as if paying from their own personal funds.

The Company assumes no obligation to reimburse employees for expenses incurred and submitted that are not in compliance with the policy and/or guideline.

Failure to Comply

Failure to comply with established policy and/or guidelines or falsifying an expense report may result in denial of reimbursement and/or appropriate management action up to and including termination.

TRAVEL / EXPENSE REIMBURSEMENT GUIDELINES

Employees are reimbursed for authorized actual and reasonable HFHS business related expenses incurred.

When travel is funded by a grant or contract, reimbursement of travel expenditures will be governed by the most restrictive of the grant, contract or HFHS policies.

All business travelers must submit an expense report no later than thirty days after trip completion. Reimbursement will be made for business related expenses incurred by the employee submitting the report. An employee should not pay for another employee's Travel or Expenses and expect to be reimbursed by HFHS.¹ All employees must submit their own individual request for reimbursement.

Requests for registration fees, hotel deposits and airfare paid by personal funds cannot be claimed for reimbursement on a Concur Expense Report until after returning from the claimed trip.

All expenses reported for reimbursement must be listed on the expense report and be supported by a receipt. Travelers must retain original receipts for all expenses, in accordance with IRS Regulations, in the event they are requested during an audit.

All employee requests for Travel and Expense related reimbursements should be paid for out of the Traveler/Employee's own funds. An employee should not pay for another employee's Travel or Expenses and expect to be reimbursed by HFHS for paying for someone else's expenses.

A travel pre-authorization approval form is available for HFHS employees to have transportation and registration fees pre-paid by HFHS. A limited cash advance is available for eligible employees. The advance is only applicable to hourly and resident employees. Please refer to page 8 of this document for details.

Expense reimbursement (including mileage) should be requested once the employee has either accumulated \$30 in reimbursable charges or 3 months have passed since incurring the charge.

These receipts must also be retained by the traveler in accordance with IRS Regulations.

Acceptable receipts/support:

- Both sides of cancelled checks or bank statements
- Cash register receipts
- Credit card receipts
- For Lodging – the original itemized hotel bill/receipt is the only acceptable receipt
- For Rental Car – the original itemized bill/receipt is the only acceptable receipt
- Hand written receipts from taxi drivers
- Passenger copy of the airline ticket with proof of payment or the flight itinerary faxed or mailed for E tickets

¹ Added 9/13/13

TRAVEL / EXPENSE REIMBURSEMENT GUIDELINES

Unacceptable receipts/support:²

- Receipts with no visible transaction date
- Copies of a balance due invoice
- Confirmations of orders that do not reference a method of payment/or persons name
- Credit card statements with no reference to the traveler
- Copy of a personal check that does not have proof it has cleared the bank
- Carbon copy of a personal check
- Hotel bills with no detailed hotel itemization
- Rental car receipt with no detailed itemization
- Copy of an airline ticket and or travel itinerary with no dollar amount referenced
- Name on receipt doesn't match name of employee submitting report.
- Mileage log without a to and from destination

All requests for reimbursement not accompanied by appropriate documentation are subject to denial during the approval process. Undocumented or improperly documented expenses that are inadvertently reimbursed will be reported to the IRS on a W-2 as taxable expense reimbursement in accordance with IRS regulations.

² Added 11/27/2012

REIMBURSABLE AND NON-REIMBURSABLE EXPENSES

Employees travelling on behalf of Henry Ford Health System are reimbursed for authorized and reasonable HFHS business related expenses incurred while performing official duties as follows. Also refer to more detailed information regarding reimbursement later in this document.

Reimbursable Expenses

- Transportation to/from destination
- Personal and Business Baggage Charges
- Lodging
- Meals
- Business Entertainment
- Additional Business Related Expenses

Non-Reimbursable Expenses

- All Non-Business Related Expenses
- All Non HFHS related expenses
- All employee's personal credit card interest, penalties, late fees or finance charges
- Expenses related to lost baggage – these are the responsibility of the carrier
- Excess baggage charges unless required for business (i.e. non-personal project materials such as computers, equipment, manuals, reports, office supplies, etc.)
- Alcoholic beverages and bar charges(including mini bar)
- Movie rental
- Health club fees
- Gift shop expenses
- Beauty/barber shop expenses
- Tobacco products
- Coat check
- Collision damage waiver (rental car)
- Commuting expenses between employee's residence and their office
- Entertainment (non-business related)
- Late check-out and room guaranteed charges
- Laundry and dry cleaning if travel is less than seven consecutive days
- Fines for parking, traffic and/or other law violations
- Towing of automobile
- Locksmith fees for keys locked in automobile
- Repairs to personal vehicle used conducting HFHS business
- Personal automobile accident insurance
- Travel insurance
- Personal Incidentals
- Passport Application/Renewal Fees
- Flowers

TRAVEL / EXPENSE REIMBURSEMENT

Automated Pre- Authorization/Approval Form

Effective 8/1/2013 The Pre- Authorization Approval Automated Form with workflow approval must be used for prepayment of airfare (which will be booked by Hamilton, Miller Hudson & Fayne on behalf of HFHS), registrations and/or requests for cash advances, and approval for car rental. Use the Travel & Expense link to access this form.

All employees must adhere to departmental pre-approval processes. Employees are required to complete all applicable sections of the automated Pre-Authorization/Approval Form and include required attachments before submitting for approval.

Upon the return of a trip, if an automated Pre-Authorization Approval Form for travel, car rental and/or a request for a cash advance was submitted, a copy of this form must be scanned/or faxed with any other applicable receipts for out of pocket expenses in Concur.

The automated Pre-Authorization Form should be used for the following circumstances:

1. Departments requiring staff members to request pre-authorization before travel on HFHS business.
2. Pre-authorization for use of rental car (with leadership approval email to be attached, if applicable).
3. Air travel on HFHS business for which HFHS will pre-pay airfare via Hamilton Miller, if applicable.
4. Departments requesting HFHS "Guest" travel for HFHS business where Hamilton Miller will assist with airfare arrangements and pre-pay on behalf of HFHS.
5. HFHS pre-payment for registration, conferences, seminars, workshops and exam fees, both local and out-of-town.
6. Cash advances on behalf of eligible HFHS employees – for Residents and Hourly Employees ONLY.

TRAVEL / EXPENSE REIMBURSEMENT

Transportation to Destination

Air Travel

As of October 1, 2011 Hamilton Miller Hudson & Fayne Travel Management Corporation is HFHS preferred travel agency.

Effective 8/1/2013, the automated Pre-Authorization Approval Form must be used to obtain approval for pre-payment of airfare. Once approval is obtained via the online approval workflow, contact Hamilton Miller Hudson & Fayne at 800-444-9553 to make arrangements (your trip will be booked on behalf of HFHS). Reservations booked and confirmed by HMHF based on the approved pre-authorization form will be paid by HFHS. Travelers should not submit any HFHS prepaid charges in their Concur Expense report for reimbursement.

Travelers should use the lowest airfare possible, taking advantage of any and all discounts, advance purchase fares, and nonrefundable fares offered by the airlines. Airfares are reimbursed for coach fare only. HFHS will not reimburse for 1st class or business class airfare without prior approval.

Employees may upgrade to business class or 1st class at their own expense or using frequent flyer or other airline program perks. If an employee would like HFHS to reimburse for business class or 1st class travel, the employee must submit a Authorization Request to Purchase Business Class Airfare (For International Flights only) which can be found on the Travel System web page on HENRY. If executive leadership approves the upgrade, they will forward the approval to Accounts Payable Travel Department who will notify the travel agency of the approval. Approved employees will call the travel agency Hamilton Miller Hudson & Fayne at 800-444-9553 to book the upgraded ticket.

HFHS ENCOURAGES EMPLOYEES TO BOOK IN ADVANCE TO SECURE THE BEST AVAILABLE RATE. Airlines tend to offer the lowest prices on 21-day advance tickets; however advance purchase fares can often be secured in as little as 14 or 7 days ahead of departure. If you wait until fewer than 7 days, you're unlikely to find a good deal. Therefore, you should make every effort to book airline reservations at least 7 days in advance of the trip.

Requests for registration fees, hotel deposits and airfare paid by personal funds cannot be claimed for reimbursement on a Concur Expense Report until after returning from the claimed trip. Requests for airfare reimbursement when using your own means of payment such as personal credit cards or checks must be supported by a receipt when requesting reimbursement via Concur.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

One of the following types of receipt must be submitted for airfare expenses.

- ✓ Copy of the credit card statement
- ✓ For E-Tickets - The flight itinerary emailed to the E ticket purchaser
- ✓ Online travel confirmation page(proof of payment)
- ✓ Airline receipts

Other Modes of Transportation to Destination

Employees must use public transportation, personal automobile, or rental automobile when conducting HFHS business. Employees may not use and will not be reimbursed for other modes of transportation such as personal aircraft, personal boat, personal motor home, motorcycle etc. Due to insurance liability, employees are not permitted to use motorcycles, personal aircraft, or personal boats when conducting HFHS business.

Public Transportation

Fares for modes of public transportation other than commercial air carrier will be reimbursed the lesser of actual verifiable cost up to but not to exceed the average cost of coach airfare.

Personal Automobile

Use of a personal automobile to reach destination will be reimbursed the lesser of actual cost (including mileage, tolls, ferries, parking, lodging, storage, etc.) up to but not to exceed the average cost of coach airfare. (See Personal Vehicle Usage guidelines on Page 13 for entire guideline governing personal vehicle usage.)

Automobile Rental

Car rental to reach destination will be reimbursed the lesser of actual mileage cost or vehicle rental and fuel cost up to but not to exceed the average cost of coach airfare. (See Rental Vehicle Usage guidelines on Page 14 for the entire guideline governing vehicle rental.)

Mileage cost associated with use of a personal automobile or rental car will be calculated at the rate applicable at the time of travel.

Average cost of coach airfare to common destinations is published on the HFHS website.

Parking fees and tolls

Parking fees and tolls are reimbursable with receipts when traveling on behalf of HFHS.

Requests for other modes of transportation reimbursement must be supported by a receipt.

One of the following types of receipt must be submitted for other modes of transportation.

- ✓ Transportation receipts
- ✓ Copy of the credit card statement
- ✓ On Line confirmation page (proof of payment)

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

Baggage

Personal Baggage

Travelers will be reimbursed for the commercial carrier's customary charge for 1(one) piece of checked luggage that falls within the carrier's weight restrictions.

Lost Baggage

The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines. HFHS will not reimburse employees for personal items lost while traveling on business.

Business Baggage

Business Baggage is defined as non-personal project materials such as computers, equipment, manuals, reports, office supplies, etc.

Fees for transportation and handling of business baggage are reimbursable as follows:

The amount reimbursable for business baggage handling is actual cost for the commercial carrier's customary charge for checked luggage.

Business baggage must be documented (content/business purpose) if related transportation cost or tip expense is submitted for reimbursement.

Luggage Handling and Tips

Tips for luggage handling should not exceed \$3 per piece.

Requests for baggage costs reimbursement must be supported by a receipt.

A receipt must be submitted for baggage costs. Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

Transportation To/From Destination

Common Carrier

HFHS will reimburse employees for all transportation expenses related to going to and from their place of lodging. Additional expenses to travel to and from their lodging location to the meeting location (when different from their lodging) will also be reimbursed.

Employees should use common carrier such as taxi or shuttle for ground transportation between the airport and the work site (e.g. conference location). Many hotels also offer courtesy shuttle service for their guests.

Tips for ground transportation are not to exceed 20% of the fare.

Requests for ground transportation cost reimbursement must be supported by a receipt.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

Automobile Rental

Car rental at destination is reimbursable to employees with a valid driver's license only with a clearly documented business purpose and for the most economical vehicle up to but not to exceed a mid-size car. (See Rental Vehicle Usage guidelines on Page 16 for the entire guideline governing vehicle rental.)

Parking fees and tolls

Parking fees and tolls are reimbursable.

Requests for parking fees and toll reimbursement must be supported by a receipt.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

Personal Vehicle Usage When Conducting HFHS Business

Automobile is the only type of personal vehicle employees may use when conducting HFHS business. Employees may not use and will not be reimbursed for other types of personal vehicles such as personal aircraft, personal boat, personal motor home, motorcycle etc.

Reimbursement for use of personal vehicle is actual cost incurred (including mileage, tolls, lodging, ferries, parking, storage, etc.) up to but not to exceed the average cost of coach airfare. Sufficient detail should be submitted to support requested reimbursement. A mileage log that details the starting and ending locations, number of miles and business purpose of each trip must be submitted with the expense report.

Mileage is calculated based on the number of miles traveled from the employee's workplace (not home) to the destination. It is based on the current reimbursement rate established by HFHS Senior Leadership. This rate may not exceed the federal maximum allowable rate.

Reasonable additional travel costs such as tolls, ferries, parking etc. will be reimbursed in addition to the mileage allowance.

Mileage reimbursement will be calculated at the rate applicable at the time of travel.

Average cost of coach airfare to common destinations is published on HENRY.

HFHS does not reimburse commuting cost, i.e. the cost associated with driving a vehicle between home and the normal place of work or business.

Cost of fuel, repairs, towing, insurance etc is included in the current mileage allowance and will not be separately reimbursed.

HFHS does not assume liability for nor does HFHS reimburse for damages, deductibles, liability or any other loss incurred while using a personal automobile when conducting HFHS business, whether or not they result from the traveler's act.

Requests for personal vehicle costs reimbursement must be supported by receipts. Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

Rental Vehicle Usage When Conducting HFHS Business

Under certain circumstances, employees with a valid driver's license may rent a vehicle when conducting HFHS business. The use of a rental vehicle is justified only when it is more economical than other alternatives such as shuttle, bus, taxi, etc.

If employees are planning to request reimbursement of rental car expenses, they must have the Pre Authorization/Approval form completed and approved prior to the departure of their trip. This form can be found on the Travel and Expense website.³

Automobile is the only type of vehicle employees may rent when conducting HFHS business. Employees may not rent and will not be reimbursed for other types of rental vehicles such as aircraft, boat, motor home, motorcycle etc. Due to insurance liability, employees are not permitted to use motorcycles, personal aircraft, or personal boat when conducting HFHS business.

Employees must not use rental cars in a manner prohibited by the contract. Prohibited use of a rental vehicle voids all insurance coverage.

At the time of vehicle pick-up, the employee must inspect the vehicle and ensure that any damages found are noted on the contract before the vehicle is accepted.

It is the employee's responsibility to review and dispute any discrepancies on the car rental invoice.

Automobile Rental to Reach Destination

Car rental to reach destination will be reimbursed the lesser of actual mileage cost or vehicle rental, fuel cost and GPS charges up to but not to exceed the average cost of coach airfare.

Automobile Rental at Destination

Car rental at destination is reimbursable only with a clearly documented business purpose and for the most economical vehicle up to but not to exceed a mid-size car. Employees will not be reimbursed for a rental car when suitable lower cost alternatives such as bus, taxi, shuttle, etc is available or when the destination is within walking distance.

Effective 8/1/2013, the automated Pre-Authorization Approval Form must be used to obtain pre-approval for a rental car. Upon the return of a trip, if an automated Pre-Authorization Approval Form for car rental was submitted, a copy of this form must be scanned/or faxed with any other applicable receipts for out of pocket expenses in Concur.

The following reimbursement applies to both automobile rental to reach destination and automobile rental at destination:

- Sufficient detail should be submitted to support requested reimbursement.
- Employees will be reimbursed for the actual rental cost and fuel charges for business use of a rental car.

³ Modified 12/19/12

- Reimbursement for car rental expense requires submission of the vehicle rental contract clearly showing the dates, mileage and total cost.
- HFHS will not reimburse for the rental agency's pre-paid fuel option. Employees must return the car with the fuel level as specified in the contract.
- HFHS will reimburse for the rental agency's reasonable and customary rental charge for a basic GPS unit. HFHS will not reimburse for damages and/or loss of a GPS unit.

Property Damage / Liability Insurance When Renting a Vehicle to Conduct HFHS Business

There are two scenarios and two types of exposure which have to be considered at the time of rental.

BUSINESS

- When the use of the automobile is exclusively for business (no personal use whatsoever):
Property damage: the HFHS policy provides property damage therefore the employee has no need to purchase the property damage coverage if use is solely and exclusively business
Liability: the HFHS policy will provide liability coverage for business use hired automobiles therefore the employee has no need to purchase the liability coverage if use is solely and exclusively business.

PERSONAL

- When any part of the use of the hired automobile is for personal use ("frolic & detour" or "after hours" activities)
Property damage: the HFHS policy will provide no coverage for this. The employee driver's personal auto policy would be expected to respond - or the employee should elect to purchase the coverage.
Liability: any exposure for personal use and the liability which may result for personal injuries would be charged against the policy of the driver and not covered in the HFHS policy. The employee driver's personal auto policy would be expected to respond - or the employee should elect to purchase the coverage.

If all of the driving is exclusively for HFHS – there is no need to buy additional insurance. If some of the driving is for personal (most are mixed use) the employee should make a personal decision on whether to purchase or not. The bottom line, when in doubt, may be to elect the coverage and do not waive if any use of the rental car may be personal.

If an employee elects to purchase rental agency property damage insurance and/or liability insurance, it will be at the employee's expense and will not be reimbursed by HFHS.

If employees are planning to request reimbursement of rental car expenses, they must have a support document of pre-approval authorization of this expense. The preauthorization/approval form is preferred and can be found out on the Travel and Expense website.

Requests for vehicle rental reimbursement must also be supported by an itemized receipt.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

Lodging

Note: HFHS does not prepay for hotel accommodations. It is the responsibility of the employee to make any required pre-payments for hotel accommodations, and upon the completion of the trip, to submit the expenses for reimbursement.

Hotel

Lodging reimbursement is limited to the actual cost of Standard or Double Occupancy accommodations at a reasonably priced accommodation with an itemized receipt.

Conference Hotel

Conference attendees should stay at the Conference Hotel. If a room cannot be secured at the conference hotel, a hotel of equal or lesser cost should be chosen.

Sharing a Room

If two or more HFHS travelers share a room, each person should pay their own portion of the charges and get an itemized receipt for that payment. Each traveler must submit a reimbursement request with itemized receipt for his/her portion of the lodging charges. Applicable comments should be noted in the Concur Expense type field.

Lodging in a Private Residence

Employees who stay in the private residence of friends, relatives, and etc. while on an HFHS business trip will not be reimbursed for lodging, nor will they be reimbursed for any offers of hospitality to the host.

Requests for lodging reimbursement must be supported by an itemized receipt.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

Meals

Daily Reimbursable Limit

Reimbursement for meals is actual cost of the meals up to but not to exceed the daily reimbursable limit of \$75 per day.

Meals must be itemized daily and cannot be combined and totaled for an entire week for submission for reimbursement.⁴

Personal Meal Expense

Personal meals are defined as meal expenses incurred by the traveler/employee when on company business either locally or out-of-town. When more than one employee is present at a meal taken on company business either locally or out-of-town, one employee may pay and expense the entire bill.

Employees requesting reimbursement for paying for the meal must submit a receipt and a brief summary (per IRS) of the business purpose of the function including the name(s) and business affiliation of the guest(s).

Alcoholic Beverages

Alcoholic beverages are a personal expense and will not be reimbursed.

Tips

Tips for meals are not to exceed 20% of meal cost and are included in the \$75 daily reimbursable limit. There will be no reimbursement above the daily limit for tips.

Requests for meal reimbursement must be supported by an itemized receipt.

If it is not itemized, an itemized receipt must be submitted.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

Missing Receipt Affidavit (ERA)

Please note this affidavit should only be used on rare occasions and is not intended for use in place of routine missing receipts. This form can be found on the Travel Website under the menu item called: Forms.

Hotel folio is exempt from using this form. Please contact the hotel for a detailed copy of your hotel folio.

⁴ Added 1/8/13

TRAVEL / EXPENSE REIMBURSEMENT

Telephone Calls

Business telephone calls are reimbursable only for employees not issued an HFHS paid cell phone.

Reimbursable telephone calls for employees not issued an HFHS paid cell phones are restricted to:

- Calls to secure lodging
- Calls to notify safe arrival
- Calls to make changes in travel plans

Telephone calls are not reimbursable for employees issued an HFHS paid cell phone.

Requests for business telephone call reimbursement must be supported by a receipt.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

Business Entertainment

Requests for business entertainment reimbursement must be supported by an itemized receipt.

Employees requesting reimbursement for hosting a business meal/function must also submit a brief summary (per IRS) of the business purpose of the function and the name(s) and business affiliation of the guest(s).

If it is not itemized, an itemized receipt must be submitted.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations. Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

Tips for business functions are reimbursable up to 20% of the function.

TRAVEL / EXPENSE REIMBURSEMENT

Registration fees (for an individual employee)

Effective 8/1/2013, HFHS Pre-Paid Registration Fees are no longer processed on Check Request Forms. HFHS Pre-Paid registration fees should be processed and submitted via the automated Pre-Authorization/Approval Form with workflow approval.

Requests for registration fees, hotel deposits and airfare paid by personal funds cannot be claimed for reimbursement on a Concur Expense Report until after returning from the claimed trip.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

NOTE: For Non-Participant travelers, registration fees should be paid using the PDA procurement card and retaining receipts for all expenses. (See Professional Development Policy 262.00 and the Professional Development Allowance Policy 264.00)

Registration fees (for more than one employee)

Option 1: Create an automated Pre Authorization Approval Form for each individual employee (10 people, 10 forms).

Option 2: Contact the Company/Organization and request one invoice. Once the invoice has been received, submit via the e-procurement process and obtain a Purchase Order for the registration fee. Once the PO # has been issued, you must write the PO# on the invoice and forward to the Accounts Payable Department for processing.

Option 3: If the Company can't provide an invoice, follow the e-procurement process, and obtain a Purchase Order for the registration fee. In this instance, once the PO # has been issued, you must write the PO # on the (registration form) and forward to the Accounts Payable Department for processing.

Out-of-Pocket/Personal Payments Made for Registrations Fees

Requests for registration fees, hotel deposits and airfare paid by personal funds cannot be claimed for reimbursement on a Concur Expense Report until after returning from the claimed trip

TRAVEL / EXPENSE REIMBURSEMENT

Non-business Related Expenses

Non-business related expenses are not reimbursable and should not be included on the travel reimbursement report.

Non-HFHS related expenses are not reimbursable and should not be included on the travel reimbursement report.

Examples of non-reimbursable expenses include but are not restricted to the following:

- All Non-Business Related Expenses
- All Non HFHS related expenses
- All employee's personal credit card interest, penalties, late fees or finance charges
- Expenses related to lost baggage – these are the responsibility of the carrier
- Excess baggage charges unless required for business (i.e. non-personal project materials such as computers, equipment, manuals, reports, office supplies, etc.)
- Alcoholic beverages and bar charges(including mini bar)
- Movie rental
- Health club fees
- Gift shop expenses
- Beauty/barber shop expenses
- Tobacco products
- Coat check
- Collision damage waiver (rental car)
- Commuting expenses between employee's residence and their office
- Entertainment (non-business related)
- Late check-out and room guaranteed charges
- Laundry and dry cleaning if travel is less than seven consecutive days
- Fines for parking, traffic and/or other law violations
- Towing of automobile
- Locksmith fees for keys locked in automobile
- Repairs to personal vehicle used conducting HFHS business
- Personal automobile accident insurance
- Travel insurance
- Personal Incidentals
- Passport Application/Renewal Fees
- Flowers

Expenses incurred by a traveler's spouse or other travelling companion are not reimbursable.

NOTE: For Non-Participant travelers, non-business related expenses are not an approved use of Professional Development Allowance funds and are not to be incurred using the PDA procurement card. (See Professional Development Policy 262.00 and the Professional Development Allowance Policy 264.00.)

TRAVEL / EXPENSE REIMBURSEMENT

Local Mileage and Parking Expense

Employees incurring qualified (as determined by individual business unit policies) HFHS business related local parking and/or mileage expenses are eligible for reimbursement of those expenses. Mileage should be calculated from the HFHS employees main work location and not from home.

Please note: Use of personal vehicle for out of state travel destinations should not exceed the cost of the average coach airfare. (Please refer to page #10)

HFHS follows IRS Guidelines to define what mileage/parking expenses qualify as business expense. HFHS Departments or Business Units that establish individual guidelines must minimally meet the IRS and HFHS guidelines.

Mileage will be reimbursed at the rate determined by the HFHS Chief Financial Officer. The rate will be periodically reviewed and adjusted based on IRS guidelines as well as other relevant factors. The most current rate can be found on the Travel and Expense page on Henry.

Expense reimbursement (including mileage) should be requested once the employee has either accumulated \$30 in reimbursable charges or 3 months have passed since incurring the charge.

Mileage/Parking reimbursement must be requested using the Concur Travel and Expense online system using Expense Type(s) Mileage and Parking. Per IRS Regulations, HFHS requires that a mileage log must be attached to the expense report. This log must show date of travel, total miles traveled, starting location, final destination, and purpose of the trip indicating how it is business related. Employees must retain the original mileage log, in accordance with IRS Regulations. There is a Mileage Log form that you can use on the Travel and Expense Page on HENRY. Starting destination of qualified trips must be a HFHS location – i.e. miles must not include any miles driven from your home.

Requests for parking reimbursement must be supported by a receipt.

Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

TRAVEL / EXPENSE REIMBURSEMENT

Non-Travel Expense Reimbursement

HFHS requires all business related expenses to be processed through Supply Chain Management. Valid approved business related expenses that cannot be processed through Supply Chain management will be considered for reimbursed through the Concur Travel and Expense on-line system.

HFHS follows IRS Guidelines to define what expenses qualify as business expense. HFHS Departments or Business Units that establish individual guidelines must minimally meet the IRS and HFHS guidelines.

Requests for reimbursement must be supported by a receipt. Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.⁵

Expense reimbursement (including mileage) should be requested once the employee has either accumulated \$30 in reimbursable charges or 3 months have passed since incurring the charge.

Membership Dues: Request for HFHS to pay individual membership dues must be submitted via the Supply Chain e-procurement system. Membership Fees are no longer processed on Check Request Forms.⁶

Examples of expenses that cannot be processed through Supply Chain Management and dues are not covered under the staff services policy may include the following:

- ✓ Professional Subscriptions
- ✓ Professional Publications/Books
- ✓ Professional Licenses
- ✓ Staff Services Recruitment Expense
- ✓ Local Conferences/Seminars
- ✓ Business Related Functions
- ✓ Professional Dues

Request for HFHS to Pre-Paid dues may be submitted via Pre-Authorization/Approval form and must have detail support document support attached to request. Please note: Checks will only be made payable to "Organizations" and not to employees. Checks will be mailed from the Accounts Payable Department with the support documents, unless other arrangements have been made.

Requests for reimbursement via Concur must be supported by a receipt. Employees must retain the original receipts for these expenses, in accordance with IRS Regulations.

⁵ Added 8/1/13

⁶ Added 8/1/13

TRAVEL / EXPENSE REIMBURSEMENT

REIMBURSEMENT PROCESSING

Expense reports (properly submitted, approved, and documented with appropriate supporting detail) will be processed electronically.

Reimbursement will be included on the employee's payroll check following submission and approval. Payments will follow the regular HFHS payroll pay date schedule. Detail of expense reimbursement will appear on your pay stub and/or your on-line pay advice. Expense reimbursement paid through payroll will be NON-TAXABLE. A payment schedule can be found on the Travel and Expense page on HENRY.

Grants requiring additional approval may take a few days longer for processing the reimbursement.