

HFMG (Henry Ford Medical Group Only) TRAVEL & EXPENSE GUIDELINES

Please note that detailed itemized receipts are required for all out of pocket expenses for audit purposes

MISC EXPENSES:

- Journal clubs or educational events with fellows are reimbursable, this includes catering (not alcohol) and will be reimbursed only up to \$10/pp.
- Coffee, cake, flowers (for patients or for employees), cards (also holiday cards for employees or patients), bagels, employee appreciation, department holiday decorations, etc for your support staff are not reimbursable, this should be a personal expense.
- Holiday dinners are the same as has been the past couple years; \$50/per employee. Events held at homes follow the same rule but items such as housecleaning, carpet cleaning, etc are not reimbursable. Only one departmental party per calendar year will be reimbursed (i.e. if you have a holiday party, you cannot have a summer party as well).

MEALS:

- Staff meeting breakfasts are not reimbursable. Lunches or dinners should be catered from internal sources. For our satellites that do not have that option, you may cater from outside but only up to \$10/pp and alcohol is not allowed. Meetings at restaurants, clubs or other external venues are not reimbursable.
- Business dinners for new recruits or Grand Rounds speakers are reimbursable, but the group should be limited to 6 people at most, unless there is an exceptional reason. Please limit attendees to key individuals. Venue should also be reasonable. All dinners should include itemized receipts.

The cost of a dinner and any alcohol should not exceed an average of \$85/pp inclusive. A bottle of wine for 4 people should not exceed \$45. You can add a total of 27% for gratuity and taxes (please pay attention to your receipt for venue added gratuity). Please be prudent in your selection; being extravagant can send the wrong message.

- Business dinner with a co-worker is no longer reimbursable.
- Meals are set at a \$75 daily limit. Itemized receipts must accompany the reimbursement and alcohol is not reimbursable.

As noted above, a business dinner with a co-worker is not reimbursable but instead should be a part of each employee's \$75 daily limit.

COMMUNICATIONS:

- Home internet/phone/cable are not reimbursable expenses.
- iPhone and iPad extras (ie, covers, chargers, etc) are not reimbursable. HFMDG issued iPhones and iPads are issued with a cover and charging cord. If you wish to purchase anything additional, it is considered a personal, non-reimbursable expense. Same thing for Blackberries or personal phones – not reimbursable.

MILEAGE:

- Mileage for travel to work, between centers, or offsite meetings in the Tri-County area is not reimbursable for physicians. Mileage to travel to a meeting outside the Tri-County (i.e. Lansing) is reimbursable, but a mileage form still needs to be completed and attached to the expense report. *This form can be found via HR Connect/Quick Links/Procure to Pay/Go to the Travel & Expense page/Travel Guidance/Reference Documents & Forms-HFHS Mileage Form or you can access the form when entering for mileage reimbursement right in the travel module (current mileage is calculated in the module based on date/year).*
- Mileage to travel to a meeting (i.e. Chicago) must be less than the cost of average airfare to be reimbursable, or the traveler will only be reimbursed for the cost of the airfare (whichever is less). *The average airfare cost is validated by our Travel team.*

AIRLINE TRAVEL:

- The “Pre-Authorization/Approval” form must be completed/approved for booking airline travel through HFHS travel agency Hamilton, Miller, Hudson & Fayne (248-827-4064) or when booking on your own (to be reimbursed upon completion of your trip). *This form can be found via HR Connect/Quick Links/Procure to Pay/Go to the Travel & Expense page/Pre-Authorization Approval Form.* Once this form is approved by your approver, you will be able to move forward with booking. The HFHS Travel Agency will only book with the reference# you will receive via e-mail after trip is approved.

If you chose to book a trip on your own, and pay out of pocket: You must attach a copy of your “approved” Pre-Authorization Approval form, along with your receipts for any out of pocket expenses and create a Peoplesoft Expense report upon the completion of your trip. You will scan these documents into the Peoplesoft Travel module when submitting for your reimbursement.

- Airfare should be secured more than 30 days in advance of the meeting or conference. We will only allow coach class fares and will not cover any upgrades or pay for a more expensive coach fare for the purpose of upgrading to first or business class with miles. We will only cover non-refundable ticket purchases.

- Travel will only be approved if you are presenting at a conference/meeting or you are an officer for that organization (ie: AMGA, AMA, etc). If you are presenting or are an officer, then HFMG or the organization you belong to will cover the expenses.

CAR RENTAL:

- The “Pre-Authorization/Approval” form must be completed with an explanation if a rental car is being requested for a business trip. ***This form can be found via HR Connect/Quick Links/Procure to Pay/Go to the Travel & Expense page/Pre-Authorization Approval Form.*** You must attach a copy of your “approved” Pre-Authorization Approval form, along with your receipts when creating your expense report. This must be pre-approved or the expense will not be reimbursed.
- Travel to/from home to the airport in a limo-sedan will not be reimbursed if that cost is greater than parking charges at the airport.
- Parking at the Detroit Metro Airport will be reimbursed at a maximum of \$22/day, which is the new rate at the McNamara terminal.

HOTEL:

- Reasonable hotel rates are reimbursable, however upgrades to suites, special rooms, etc are not reimbursable. We will only cover hotel for 1 day prior to conference/meeting and 1 day after final day of conference/meeting.

NOTE: If you should have any questions or are unsure about any expense, please contact Lisa Cruz at lcruz1@hfhs.org to clarify. Below is the link to the Travel & Expense Job Aids.

HR Connect/Quick Links/Procure to Pay/Go to Travel & Expense Page/Overview/Travel & Expense Job Aids