

Good Samaritan Health & Wellness Center
Policies and Procedures

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| Subject: Expense Reimbursement | Policy #: 1.17 |
| Prepared by: Carole Maddux, CEO | Revision #: |
| Approved by: Board of Directors | Effective Date: 7/21/2016 |

1.17 EXPENSE REIMBURSEMENT

Job related expenses incurred by an employee must have prior approval by a Supervisor. A Reimbursement Request Form must be completed and signed by the employee, employee's immediate Supervisor and/or CEO. The reimbursement request will be processed like an invoice. All completed reimbursement request forms should be given to the CEO after being approved by the employee's Supervisor.

POLICY:

This policy contains guidance and limits for all travel and entertainment. As such, take some time to review the policy. While we all hope that your experiences conducting business on behalf of Good Samaritan Health & Wellness Center are pleasurable and gratifying, we also must be reasonable. This policy will reflect your collective responsibility to conduct business in a fiscally responsible manner.

These policies and procedures are designed to act as a guideline for business travel and entertainment expense and miscellaneous expense reimbursements. They are based on practices employed by most organizations of our size and take into consideration what is considered reasonable and customary. While this policy does contain suggested expense limits, we challenge all employees to use professional judgement when incurring expenses on behalf of the Good Samaritan

Health & Wellness Center. Good Samaritan Health & Wellness Center recognizes that, in some isolated cases, business related expenses might need to be reviewed on a case-by-case basis; however, this primarily applies if the expense in question was not discussed in this policy.

This policy is designed to accomplish the following key points:

- Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and expenses.
- Ensure employees are reimbursed for legitimate business travel and entertainment expenses.
- Provide employees who must travel with a reasonable level of service and comfort at the lowest possible cost.
- Maximize Good Samaritan Health & Wellness Center's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Provide the appropriate level of accounting and business controls for Good Samaritan Health & Wellness Center to ensure that expenses are reviewed and approved by the appropriate person.

Travel Policy Compliance

The traveler is responsible for complying with Good Samaritan Health & Wellness Center's travel policies. The Supervisor who approves and signs expense reports is responsible for accurately reviewing expense reports for compliance. Good Samaritan Health & Wellness Center will reimburse employees for all reasonable and necessary expenses while traveling on authorized Organization business or entertaining business clients. Reimbursements will be made based on the most economical expenditures. Good Samaritan Health & Wellness Center assumes no obligation to reimburse employees for expenses that are not in compliance with this policy. The CEO must approve any deviation from this policy.

Travel Policy Enforcement

Employees who do not comply with the Travel Policy may be subject to delay or withholding of reimbursement and/or disciplinary action.

Travel Expense Documentation Requirements

Expenses must be submitted for reimbursement within 60 days of being incurred, or they will not be reimbursed. Employees must complete the Good Samaritan Health & Wellness Center check request form for reimbursement of expenses. Employees must provide the following information in order to be reimbursed for any business related meals or entertainment expenditures:

- Names of individuals present, their titles and Organization name (for entertainment expenses only)
- Exact amount and date of the expense
- Receipts for all expenditures

Employees must submit the following documentation with their expense report:

- **Air/Rail:** original passenger receipt
- **Hotel:** hotel folio plus credit card receipt or other proof of payment.
- **Car Rental:** credit card receipt or rental agency invoice.
- **Entertainment:** credit card receipt or register receipt for all expenses.
- **Meals:** credit card receipt or register receipts for meal expenses for actual expenses.

Receipts must include the name of the vendor, location, date and dollar amount. All expenses must be reported, regardless of how they were paid. The following receipts are acceptable:

- Original receipt completed by the vendor
- Customer's copy of credit card slip
- Credit card billing statement, only where it is not possible to obtain the actual receipt
- Original phone bill
- IRS-approved electronic ticket receipt

An explanation of the business expense and a list of the individuals or Organization affiliations entertained (in the case of entertainment receipts) must be documented next to the original receipt. If like items have been summed to arrive at a single figure for entry to a single cell on the check request form, please indicate which items are being totaled on the paper where the receipts are affixed. Expense reports containing entries that cannot easily be supported by receipts will be returned to the person submitting the expense report. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. Actual bills and receipts must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable.

INCORRECT OR INCOMPLETE EXPENSE REPORTS

Expense reports that are incorrect, incomplete or include disorganized receipts will be returned to the approver for completion which may result in delay or non-reimbursement of specific items. Disregard for Organization policy or altering of receipts can result in disciplinary action up to, and including termination.

AIR TRAVEL

Air travel reservations should be made in such a manner as to secure the best available fare. Available resources include, but are not limited to: travel agents, online resources or directly with the airline. All air travel must be in coach class.

When traveling by air:

- Employees are expected to use the lowest logical airfare available
- Employees are expected to use non-direct flights when the savings are substantial.
- Obtain CEO approval for all trips

UPGRADES FOR AIR TRAVEL

Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense.

CANCELLATIONS

When a trip is cancelled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel. Employees should reuse airline tickets if:

- a) They are traveling on the same route, or
- b) Airfare eligibility requirements (verified with travel agent) are met.

UNUSED/VOIDED AIRLINE TICKETS

Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have cash value. To expedite refunds, unused or partially used airline tickets must be returned immediately to the issuing authority.

Employees must NOT include unused tickets with their expense reports. Employees with an electronic ticket simply need to call the travel agent/issuing authority to initiate a refund.

PARKING AND TAXI FEES

When parking at an airport or train station is part of business travel, it is expected that employee will utilize long term parking lots. Short term parking fees will not be reimbursed.

TAXI, SHUTTLE AND PARKING FEES

The use of airport shuttles and taxis upon arrival at the employee's destination is the preferred mode of transportation. Make sure to ask for a receipt if one is not offered. This documentation aids in the expense-tracking process.

AUTO TRAVEL

CAR RENTAL

Employees may rent a car to get to their destination when driving is more cost effective than airline or rail travel, or the car rental will be less than the expected mileage reimbursement for use of the employee's car. Employees may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines and shuttles or when entertaining customers.

Employees must reserve a car in the compact rental car category. When picking up a rental car, check with the rental car agent for any

promotional rates, last minute specials or free upgrades. At the time of rental, inspect the car and be sure that any damage found is noted on the contract before the vehicle is accepted. Employees may book a car rental class of service on level higher when:

- The traveler can be upgraded at no extra cost
- Two or more Good Samaritan Health & Wellness Center employees are traveling together
- Cars in the authorized category are not available
- Transporting excess baggage such as booth displays

Domestic travelers should always accept the collision insurance offered by rental agencies but should decline all other offered insurances. Should a rental car accident occur, employees should immediately contact the rental car organization, local authorities (as required) and their supervisor.

RENTAL CAR GAS

Gasoline for use in rental cars is reimbursable with proper documentation. Make sure to log this expense as AUTO RENTAL & GAS.

BUSINESS USE OF PERSONAL VEHICLE

Employees may use their personal vehicle for business purposes. Personal vehicles may also be used when transporting Good Samaritan Health & Wellness Center goods for delivery or entertaining clients. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers. Good Samaritan Health & Wellness Center requires that employees who regularly use their personal vehicle for Organization business maintain the state required minimum for bodily injury and property damage coverage on their vehicles. Mileage is reimbursed at

the rate established by the IRS. This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance and depreciation. Therefore, actual expenses for those items will not be reimbursed when your personal vehicle is used for business.

To be reimbursed for the use of your personal vehicle for business, employees must list on the expense report:

- Date and purpose of the trip
- Locations traveled to and from
- Mileage

LODGING/HOTEL

Hotel reservations should be made in such a manner as to secure the best available rate. In case of cancellation:

- Employees are responsible to cancel reservation.
- Employees will be held responsible and will not be reimbursed for “no show” charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler’s control.
- Employees should request and record the cancellation number in case of billing disputes.
- Employees should note that cancellation deadlines are based on the local time of the property.

MEAL EXPENSES

PERSONAL MEALS

Personal meals are defined as meal expenses incurred by the traveler when dining alone on an out-of-town business trip. Alcoholic drinks will NOT be reimbursed. Employee are expected to keep meal expenses economical i.e. within or below GSA per diem rates. As a guide, 2016 per diem rates are as follows:

- Breakfast \$11-\$17
- Lunch \$12-\$18
- Dinner-\$22-\$34

These rates are inclusive.

BUSINESS MEALS TAKEN WITH OTHER EMPLOYEES

Employees will be reimbursed for business-related meals taken with other employees only in certain circumstances when prior approval has been obtained by the CEO or CFO. Employees will not be reimbursed for entertaining other employees unless there is a direct reporting relationship between them. The following documentation is required by the IRS, and must be recorded on the expense report:

- Names of individuals present, their titles and Organization name;
- Name and location of where the meal or event took place;
- Exact amount and date of the expense;
- And a statement of the authorizing entity for the expenditure.

MISCELLANEOUS REIMBURSABLE EXPENSES

The miscellaneous column is designated for expenses that do not fit into the previous categories, yet are directly business related and therefore reimbursable. ONLY the following items can be considered as reimbursable business expenses:

- Office services (i.e. faxes, copies, overnight delivery or postage)
- Currency conversion fees
- Business gifts or reasonable value with prior management approval
- Laundry, dry cleaning, suit pressing for trips exceeding three days
- Seminar fees or training classes with prior approval

- Subscriptions with prior approval

Be sure to note that the following items are NOT reimbursable under this policy:

- Airline club or country club membership dues
- Parking tickets or other fines
- Delinquency fees, finance charges for personal credit cards
- Expenses for travel incurred by the companions or family members
- Expenses related to vacation or personal days while on a business trip
- Loss, theft of personal funds or property, lost baggage
- Avoidable “no show” charges for hotel or car service
- Non-compulsory insurance coverage
- Rental car upgrades
- Repairs due to accidents
- Alcoholic drinks of any kind

Never assume that an item will be covered under the “miscellaneous” category. Be sure to check with your Supervisor if an item you need is not outlined specifically in this policy.