



TRAVEL AND ENTERTAINMENT EXPENSE GUIDELINES

I. POLICY OVERVIEW

PURPOSE

This document may be utilized to assist in the drafting of a Travel & Entertainment policy for HFMA chapter leaders incurring related business travel and entertainment expenses.

OBJECTIVES

- To ensure that all HFMA volunteers have a clear and consistent understanding of expense reimbursement guidelines for chapter related travel and entertainment
- To provide reasonable cost travel and entertainment expense guidelines
- To provide prudent information to assist with travel and entertainment expense controls.

SCOPE

This travel guideline covers all HFMA chapter and regional leaders.

RESPONSIBILITY AND ENFORCEMENT

The HFMA volunteer is responsible for complying with the travel and entertainment expense guidelines. The approver is responsible for accurately reviewing expense reports for compliance. The chapter will reimburse HFMA volunteers for all reasonable and necessary expenses while traveling on authorized chapter business. The chapter assumes no obligation to reimburse volunteers for expenses that are not in compliance with this guideline.

STATEMENT OF GENERAL GUIDELINES

It is recognized that for many volunteers, travel and entertainment expenses are incurred in order to further chapter mission objectives. HFMA volunteers are expected to be conservative in their spending, while chapter executive management is expected to be diligent in their review. Guidelines are necessary to meet federal tax expenditure guidelines and are intended to justify reimbursable expenses incurred by chapter volunteers. In general, the quality of travel accommodations, entertainment, and related expenses, should be governed by what is reasonable and appropriate to the chapter business purpose involved. Travel and entertainment expenses will generally only be reimbursed for expenses incurred on dates when HFMA business is conducted. Unless prior approval is provided by the chapter president, lodging, meals and entertainment expenses on days prior to or following the conclusion of HFMA business will be considered personal expenses not eligible for reimbursement.

TRAVEL EXPENSES

AIR TRAVEL

Upgrades at the expense of the chapter are not permitted; however, upgrades are allowed at the chapter volunteer's personal expense and are the sole responsibility of the traveler.

Reimbursable expenses include:

- Basic economy airfare
- Baggage fees for one carry-on or checked bag, if applicable.
- Seat selection fees (in basic economy cabin)
- Travel insurance is not reimbursable
- Airport parking is reimbursable at a rate of up to \$15 per day

SPOUSE OR COMPANION TRAVEL

The chapter will not reimburse travel and entertainment expenses incurred by a spouse or other individual accompanying a volunteer on chapter business unless:

- There is a bona fide chapter business requirement associated with the spouse or other individual.
- Meals for spouses and companions will be reimbursed when in attendance with chapter delegation.

Chapter volunteer will be reimbursed for excess baggage charges for the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for chapter business
- The excess baggage consists of chapter records or property

OVERNIGHT DELAYS

Should an airline delay necessitate an overnight stay, the volunteer should first attempt to secure complimentary lodging from the airline. (Unforeseen expenses of this nature will be reimbursed with the appropriate approval)

CANCELLATIONS

When a trip is cancelled after the ticket has been issued, the traveler should inquire about applying the unused ticket for future travel. If the trip is cancelled for personal reasons, the chapter should be reimbursed for any prepaid travel arrangements.

UNUSED AIRLINE TICKETS

Unused airline tickets or flight coupons should not be discarded or destroyed as these documents may be used for future travel or have a cash value.

To expedite refunds, unused or partially used, airline tickets must be immediately returned.

A non-refundable ticket that is returned for future use should be noted on the traveler's expense report as an open item which can be applied towards future chapter business travel.

RENTAL CAR GUIDELINES

Travelers should rent a car at their destination based on their ground travel requirements and only when it is less expensive than other transportation modes such as ride sharing (Uber/Lyft), taxis, airport limousines, or airport shuttles. Car rentals will be reimbursed for standard-size cars.

Chapter volunteers should decline the Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) coverage. HFMA's chapter insurance policy covers these items for each volunteer.

Every reasonable effort must be made to return the rental car:

- To the original rental city unless approved for a one-way rental
- Intact (i.e. no bumps or scratches)

- On time, to avoid additional hourly charges
- With a full tank of gas

TAXI AND OTHER GROUND TRANSPORTATION

The sensible mode of transportation should be used to and from airports, bus and rail terminals when the volunteer. The following modes of transportation should be considered:

- Buses, subways, taxis
- Hotel and airport shuttle services
- Personal car

Reasonable tips paid in transit and on arrival and departure from hotels are chargeable to the HFMA chapter.

PERSONAL CAR USE

Chapter volunteers using personal cars on chapter business will be reimbursed at 58 cents per mile for 2019. To be reimbursed for use of their personal car for chapter business, travelers must provide on their expense report:

- Purpose of the trip
- Date and location
- Receipts for tolls and parking as applicable
- Mileage

LODGING / HOTELS

GENERAL INFORMATION

Chapter volunteers will be reimbursed for the cost of single room lodging typically occupied by business travelers. The minimum corporate rate or the lowest rack rate should be requested when available. Suites and other higher priced lodgings will not be reimbursed. Lodging expenses will only be reimbursed for nights following participation in HFMA activities. Prior approval of the chapter president is required if travel is necessary the day before or after an HFMA event, which would require an extra night of lodging.

CONFERENCES/EVENTS

When traveling to HFMA chapter sponsored educational conferences and seminars, hotel housing is to be documented and reimbursed through the T & E Report submission process.

HOTEL CANCELLATION PROCEDURES

Chapter leaders are responsible for canceling hotel reservations and must immediately contact the hotel directly within their specified guidelines.

Chapter leaders will be held responsible and will not be reimbursed for “no-show” charges unless there is sufficient proof that the expense was incurred due to circumstance beyond their control.

Chapter leaders should note that cancellation deadlines are based on the local time of the hotel property.

EXPENSE REPORTING

Original hotel folio (total bill of hotel charges documenting room rate, meals, internet and phone, etc.) must be attached to the expense report. Charges other than the actual room cost should be itemized in the appropriate section.

PERSONAL MEALS/BUSINESS MEALS/ENTERTAINMENT

GENERAL INFORMATION

Personal meals are identified as meal expenses incurred by the traveler when dining alone on a chapter business trip. **Business meals** are taken with chapter clients, prospects, or volunteers during which a related chapter objective takes place. Meals will be reimbursed according to actual / reasonable cost. Such expenses are reimbursable only if they are directly related to the active conduct of chapter business or are associated with the chapter's business when directly preceding or following a business discussion or are necessary to accomplish the chapter business initiatives.

PERSONAL MEALS

The chapter will reimburse volunteers for meal expenses actually incurred providing such expenses are reasonable, appropriate, and supported by a receipt.

BUSINESS MEALS

Business meals include meals and refreshments provided for chapter volunteers and others, including related tips.

Meals may also be purchased for volunteers of the chapter in certain business circumstances. Where this practice is employed, the bill is paid by the most senior member of chapter management present. Whenever feasible, meals and entertainment expenses must be paid using a charge card.

Tips included on meal receipts will be reimbursed. Any tips considered excessive will not be reimbursed. As a rule, volunteers should not tip more than they would on a personal trip.

ENTERTAINMENT

Entertainment expenses include events such as theater, sporting events, etc. whereby a business discussion takes place during, immediately before, or immediately after the event.

Travelers will be reimbursed for entertaining customers:

- If the person entertained has a potential or actual business relationship with the chapter.
- If the expenditure directly precedes, includes or follows a chapter business discussion that would benefit HFMA

The following chapter business expenses are reimbursable only when approved in advance:

- Concert and theater tickets
- Sporting and educational event tickets
- Golf fees
- Transportation to and from the event
- Meals and beverages consumed at the event

EXPENSE REPORTING AND IRS REQUIREMENTS

An original receipt must be submitted for any item included on a chapter expense report.

In addition, for chapter business meal and entertainment expenses, 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
- Specific chapter business topic discussed
- In the case of entertainment events, the specific time the business discussion took place (i.e. before, during or after the event)

EXPENSE REPORTING

GENERAL INFORMATION

Volunteer expense reports filed on a timely basis with duly itemized and substantiated expenses, and in compliance with other requirements established in this chapter guideline are to be reimbursed in a timely basis.

Expense reimbursement requests must be legible, must provide appropriate documentation and be completed as to the explanations of the specific chapter business purpose of any entertainment or business development expense.

Expense reports not properly completed and approved by the chapter treasurer / president will be returned unprocessed to volunteer.

APPROVAL

In all cases, "one over one" approval is required prior to reimbursement of these expenses. In order to maintain appropriate "one over one" approval, the senior volunteer present should always incur any joint expenses.

ACCEPTABLE RECEIPTS

The following receipts are acceptable:

- Original receipt completed by the vendor
- Volunteer's detailed copy of credit card receipt
- Charge card billing statement
- Restaurant tear tabs are not acceptable receipts

OTHER REIMBURSABLE EXPENSES

- Air freight for business purposes
- Business office expenses (fax, copy services, etc.)
- Food and beverages (snacks)
- Gasoline receipted expenditures (car rental only)
- Overnight delivery and postage
- Parking and tolls

NON-REIMBURSABLE EXPENSES

- Corporate Card "rewards" membership fees
- Annual fees for personal charge or credit cards
- Expenses related to vacation or personal days while on business trip
- Golf fees (when not related to chapter business entertainment)
- Movies (including in-flight and hotel in-house movies)
- Non-compulsory insurance coverage
- Parking or traffic tickets and fines
- Personal accident insurance
- Personal entertainment, including sporting events
- Personal property insurance
- Souvenirs and personal gifts