

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Finance</b>		
<b>Section:</b>	<b>Travel</b>		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/> <b>Page:</b> 1 of 3	<b>Review Cycle:</b> Biennial  <b>Author:</b> Chief Financial Officer	<b>Adopted Date:</b> 02.04.2014  <b>Review Date:</b> 05.13.2025	<b>Related Policies:</b> Financial Management

### Purpose

Mid-State Health Network (MSHN) recognizes that employees, students, volunteers and Board members may be required to travel on behalf of MSHN. It is the intent of MSHN to provide for the reasonable expenses associated with that travel.

### Policy

It is the policy of Mid-State Health Network (MSHN) that all reasonable expenses for official travel will be reimbursed in accordance with State and Federal laws and the guidelines set forth below. It is recognized that exceptions are on occasion, necessary. Such exceptions shall be approved, in advance, when possible, by the Chief Executive Officer (CEO).

- A. All employees are required to drive their own automobile in the course of their employment. Employees will be reimbursed at Internal Revenue Service (IRS) Mileage Rate. Mileage will generally be computed from the employee's "official station" (OS) if within the State of Michigan and shall be based on Google Maps calculations. If the OS is outside of the State of Michigan, the MSHN Office is designated as the OS for purposes of calculating business mileage. Employees will not be reimbursed for mileage to MSHN's office or other company designated locations for internal meetings, internal trainings, or other MSHN office-based activities<sup>1</sup>. The OS of a Board member or volunteer is determined to be their home (provided it is in the State of Michigan) and reimbursement shall be calculated from that starting location.
- B. Should employees/Board members/volunteers attend pre-authorized meetings, conference, conventions, or seminars on behalf of MSHN, the following shall apply:
  1. Travel by private automobile shall be reimbursed at the IRS mileage rate.
  2. Any business travel outside of the State of Michigan requires prior CEO or Deputy Director approval. Travel within the State of Michigan for paid conferences, conventions, or seminars must be approved by the Director or Chief within the employees' reporting line. Administrators may approve travel vouchers. If travel is by common carrier, commercial fare will be reimbursed if receipts have been retained and submitted with the expense report. Travel reimbursement must be reasonable. One element of reasonableness is comparison of the approximate travel reimbursement against the approximate cost of available alternate means of transportation.
  3. Reimbursement for meals plus tip will be allowed while traveling out-of-town to/from or at the place of any meeting, conference, seminar, or convention not to exceed the daily amount established by the US General Services Administration (GSA). Employees will be reimbursed the lessor of receipt total or per diem (including tips and taxes) when itemized receipts are submitted. Employees will be reimbursed for half the per diem when there is no receipt or the receipt is not itemized. Meals for internal departmental meetings are not covered unless prior approval is given by the CEO. Such allowance shall be on a "per meal" basis and are not to exceed three in one day. Detailed receipts are required to be

<sup>1</sup> Travel to/from the official station of the employee to the Lansing, Michigan area for official business not conducted at the MSHN offices (including but not limited to provider site visits, board meetings, events involving the State of Michigan or other stakeholders, and trainings) will be paid per the terms of this policy.

reimbursed (Credit slips not detailing items purchased are not acceptable). Claims for reimbursement of conference expenses (other than mileage and meals) must be supported with adequate documentation (receipts) for reimbursement to be made. Documentation must include proof of payment: detailed credit card statement; original receipt from conference stating amount paid; or copy of personal check with registration documentation.

4. Tolls and telephone expenses will be reimbursed when it is necessary as part of the trip on behalf of MSHN; taxi fare (or available alternatives, such as Lyft or Uber) is reimbursable only if the trip was made for business purposes.
  5. Parking fees during the conference, convention, seminar, or meeting will be reimbursed if receipts are retained and submitted with the expense report.
- C. Lodging costs and incidental expenses for overnight stays are permitted for external conferences and trainings that are at least two consecutive days. Expense reports shall be submitted to the Chief Financial Officer (CFO) for payment after the appropriate Supervisor approvals and following the convention, conference, seminar, or meeting attended by the employee. A short explanation of each expense must accompany the expense report, along with receipts.
- D. Expense Not Reimbursed: MSHN does not reimburse expenses which are not pertinent to required travel unless specific advanced approval has been obtained in writing from the CEO and may include but is not limited to.
1. Expenses associated with the spouse or family member who may be travelling with the MSHN representative.
  2. Expenses associated with speeding or parking violations.
  3. Alcoholic beverages.
  4. State tax (where MSHN is exempt from tax)
- E. Expense submitted greater than 60 days: All reimbursement requests must be submitted within 60 days of the travel expense being incurred. Per the IRS Publication 463, "Travel, Entertainment, Gift, and Car Expenses," employees must adequately account to MSHN for travel expenses within a reasonable period of time or the amount may become taxable. A reasonable period of time is defined as adequately accounting for your expenses within 60 days of them being incurred. Any reimbursement requests submitted after 60 days require approval of the Chief Executive Officer.

**Applies to:**

- ☒ All Mid-State Health Network Staff  
☐ Selected MSHN Staff, as follows:  
☐ MSHN's CMHSP Participants: ☐ Policy Only ☐ Policy and Procedure  
☐ Other: Sub-contract Providers

**Definitions:**

CEO: Chief Executive Officer

CFO: Chief Financial Officer

CMHSP: Community Mental Health Service Program

GSA: US General Services Administration

IRS: Internal Revenue Service

MSHN: Mid-State Health Network

Official Station (OS): An employee's "official station" is deemed their home address (as noted in most recent Remote Agreement) in the State of Michigan unless otherwise mandated by the CEO. Employees with official residences in other States will not be reimbursed for expenses associated with travel to and from Michigan. All other guidelines in this policy apply for expense reimbursement. Some employees, with variable assignments, may have a daily OS assignment, which is defined based on their established work schedule. For the purpose of this policy, the OS for Board members or volunteers is the address provided on their employment forms (or home).

**References/Legal Authority**

IRS Mileage Rates: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
02.04.2014	New policy	Chief Financial Officer
11.06.2015	Policy update	Chief Financial Officer
03.20.17	Policy update	Chief Financial Officer
03.2018	Policy update	Chief Financial Officer
03.2019	Annual Review	Chief Financial Officer
02.2020	Added Lansing Area Lodging	Chief Financial Officer
01.2021	Biennial Review	Chief Financial Officer
01.2023	Policy Update	Chief Financial Officer
05.2024	Policy Update	Chief Executive Officer
12.2024	Policy Update	Chief Financial Officer