

Return to: _____

2015

NON-STAFF BUSINESS & TRAVEL EXPENSE FORM

Request for Reimbursement

The Hospital & Healthsystem Association of Pennsylvania, PO Box 8600 Harrisburg, PA 17105-8600

Name & Title:	_____
Organization:	_____
Meeting/Function:	_____
Location:	_____
Date(s):	_____

Please see the 2nd page of this form for an explanation of allowable expenses. **Original receipts must be attached for all expenses.**

Transportation From:	_____	To & Return:	_____
Total Miles:	2015 rate \$.575/mile =		
Tolls:	_____		
Airline:	_____		
Rental Car:	_____		
Taxi:	_____		
Hotel:	_____		
Breakfast:	_____		
Lunch:	_____		
Dinner:	_____		
Other Expenses:	_____		

Total Reimbursement Requested _____

Make Reimbursement Payable To: _____
At the Following Address: _____

*The following expenses were incurred by me in pursuit of HAP corporate business. I have not been, nor will I be reimbursed by any other source.
My personal expenses have been excluded.*

Signature _____

Title _____

Date _____

OFFICE USE ONLY	
Approved By:	_____
Title:	_____
Date:	_____
Account #:	_____

FOR ACCOUNTING USE ONLY	
Date Rec'd	_____
Extensions Ck'd	_____
Date Paid	_____
Check #	_____

NON-STAFF TRAVEL EXPENSE POLICY

The Non-Staff Business/Travel Expense Request for Reimbursement form should be used when reimbursing non-employees for travel and related expenses incurred in connection with a HAP function or activity. Receipts must be attached for all expenses and must be submitted no later than 10 working days subsequent to the date of incurring the expense.

Reimbursable Expenses

Commercial Travel

Reimbursement for commercial air travel is made at no more than coach-class air fare by the most direct or most economical route from the point of origin (traveler's normal place of business) to the destination.

Reimbursement is made for the most appropriate means of ground transportation to and from the airport at the point of origin and at the destination.

Actual charges for train and bus transportation will be reimbursed in full to the extent the fares do not exceed the coach air fare.

Reimbursement is made for the use of a rental automobile only if prior authorization has been obtained. Reimbursement is made for authorized use of a personal vehicle at the approved mileage rate based on the Internal Revenue Service Guidelines.

When travel by rental automobile is authorized as the most appropriate means of travel, all appropriate expenses are reimbursed. When traveling by personal vehicle, the reimbursement will be at the approved mileage rate not to exceed the coach air fare.

Lodging

Expenses for lodging should be paid by the traveler and reimbursed by the Association. They are not to be charged to the Association unless the traveler is so instructed.

Reimbursement is made for lodging at the facility's usual rate for single occupancy or at the rate negotiated by the Association for group meetings.

If the traveler elects to stay at another facility, reimbursement is made only up to the rate charged by the facility selected by the Association. Reimbursement is not made for transportation between the alternate facility and the meeting site.

Because of the short duration of most meetings, valet and laundry charges are not reimbursed.

Expenses incurred during an extension of stay at the meeting site or travel to other locations for personal reasons are not reimbursable.

If the traveler finds it necessary to deviate from the Association's Non-Staff Travel Expense Policy, a written explanation and necessary receipts must accompany the expense statement.

Meals

The reasonable cost of three meals per day, if not provided by the Association, is reimbursable. Meals purchased for others are reimbursable for persons identified as those for whom the Association has responsibility for such expenses. When the Association schedules group meal functions as part of official membership group meetings meals purchased elsewhere during that time are not reimbursable.

While no formal guidelines have been established on the limits to which meals are reimbursed, the traveler is expected to exercise discretion.

Telephone

Reimbursement is made for reasonable telephone charges required by reason of absence from the traveler's usual place of business.

Insurance

The Association provides insurance coverage for persons traveling on Association business; therefore, any additional travel insurance expenses are not reimbursable.

Guests

Expenses incurred by persons who, for personal reasons, accompany a person traveling on Association business are not reimbursable. Travelers are responsible for determining the added cost for double occupancy and related expenses and to make the appropriate adjustment in their reimbursement requests.

Entertainment

Charges for entertainment are personal expenses and are not reimbursable.

HAP STAFF BUSINESS & TRAVEL EXPENSE FORM

Original receipts must be attached for all expenses

2015

Staff Member Name: _____

Business Purpose						Business Purpose
Location						Location
Date						Date
Hotel						\$0.00
Breakfast						\$0.00
Lunch						\$0.00
Dinner						\$0.00
Meals Purchased for Others (Detail below)						\$0.00
Miles	10.24	10.24		0	0	20.48
2015 rate '\$.575/mile			0.00	0.00	0.00	0.00
Airline						\$0.00
Rental Car						\$0.00
Taxi						\$0.00
Train						\$0.00
Other Expenses (Detail below)						\$0.00
Gas						\$0.00
Tips						\$0.00
Tolls						\$0.00
Telephone						\$0.00
Parking						\$0.00
Parking Meter						\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<i>Additional detail: Other (List Guest, Business Affiliation, etc.)</i>	Less Cash Advance (If Any)	0.00
	Total Paid by Staff Member	\$0.00

CHARGE TO ACCOUNT		
	#	0.00
<i>If you have more than one account code and company number use all these lines</i>	#	0.00
	#	0.00

Please indicate any type and amount of expense to be reimbursed by outside organization (e.g., AHA)

FOR ACCOUNTING USE ONLY	
Date Rec'd	_____
Date Verified and Entered	_____
Date Paid	_____
Check #	_____

Signature: _____

Title: _____ **Date:** _____

Approved: _____

Title: _____ **Date:** _____

STAFF TRAVEL EXPENSE POLICY

It is HAP's policy to reimburse reasonable and actual expenses that are incurred by employees traveling on official business. Exercise sound judgment to determine business expenses. All travel must be approved as outlined below.

Transportation

Use of public transportation (air, train or bus) is reimbursable in full. Use of the most economical means of transportation is encouraged at all times. Out-of-town trips (inter and intrastate), which require the use of an employee's car, are reimbursable at the approved mileage rate based on Internal Revenue Service Guidelines. Mileage incurred in commuting to and from work is not reimbursable. When it is more convenient to travel from one's residence directly to a business-related function, only the lesser of mileage from the office to the business function or from one's residence to the business function is reimbursable. Taxi and bus fares incurred traveling locally between business-related functions are reimbursable at actual cost. The cost of rental cars is reimbursable only if the nature of the trip or ultimate destination is such that the use of local transportation is not practical or would be more expensive. Consideration should be given to the size of the vehicle in relation to the number of passengers. Parking and toll charges are reimbursable at actual cost when traveling by personal and rental automobile for business purposes.

Hotel Accommodations

The cost of a single hotel guest room is reimbursable at the single room rate plus applicable taxes. Other business related items such as meals, etc., charged to the guest room are reimbursable and should be submitted as part of the reimbursement request. Items charged to the guestroom that are not allowable business expenses are considered the employee's responsibility and must be paid directly by the employee. If a spouse travels with an employee, 80% of the lodging bill or documented costs for one person, whichever is greater, will be reimbursed.

Example:	Lodging Charges	One Person	\$	75.00
		Two People	\$	80.00
		(80% X \$80.00 = \$64.00)		
		Cost for one person = \$75.00)		
		Therefore, total reimbursement will be \$75.00		

Meals

When traveling on business, meals are reimbursable at actual cost when not provided as part of a sponsored activity. The reasonableness of meal expenditures should be determined after giving consideration to the geographic area in which they are incurred.

Ordinarily, reimbursement for meals will not be provided to staff when incurred within commuting distance to corporate headquarters. Exceptions to this would be in the case of entertaining members or other business associates. When requesting reimbursement for expenses incurred on behalf of other individuals, please submit appropriate receipts including a list of guests, and indicate the business purpose of the function.

Telephone

Reimbursement is made for reasonable telephone charges required by reason of absence from the traveler's usual place of business.

Receipts

Receipts are required for any reimbursable item exceeding \$25; however, all receipts regardless of amount should be included. When using credit cards, all receipts must be attached to the reimbursement request forms and submitted to the appropriate authorized party for their approval and subsequent routing to Accounting for reimbursement.

Travel Expense Advance

If considerable travel expense is anticipated, staff may request a cash advance. A cash advance should be requested by completing a Check Requisition form and submitting it to the Accounting Department for processing. All unused cash should be returned with an expense form within five (5) working days subsequent to the event for which the advance was requested.