

Community Mental Health Partnership of Southeast Michigan/PIHP	CMHPSM Employee Travel Policy
Department: Author: Jane Terwilliger	Local Policy Number (if used)
CMHPSM Leadership Team Approval Date 6/16/2016	Implementation Date 6/16/2016

I. PURPOSE

The Community Mental Health Partnership of Southeast Michigan (CMHPSM) recognizes that employees and interns may be required to travel during the course of their work for the CMHPSM. It is the intent of the CMHPSM to provide for the reasonable expenses associated with that travel.

II. REVISION HISTORY

DATE	REV. NO.	MODIFICATION
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III. APPLICATION

This policy applies to all staff, students, and volunteers of the CMHPSM.

IV. DEFINITIONS

Community Mental Health Partnership Of Southeast Michigan (CMHPSM): The Regional Entity that serves as the PIHP for Lenawee, Livingston, Monroe and Washtenaw for mental health, developmental disabilities, and substance use disorder services.

Regional Entity: The entity established under section 204b of the Michigan Mental Health Code to provide specialty services and supports.

V. POLICY

All travel expenses reimbursed by CMHPSM shall be both necessary and reasonable. In administering this policy it is the intent that employees or other agents of the CMHPSM neither gain nor lose personal funds due to expenses incurred during authorized travel.

VI. STANDARDS

- A. All employees are required to drive their own vehicles in the course of their employment and to maintain adequate insurance coverage on those vehicles.
- B. Travel expenses for pre-approved CMHPSM business will include: mileage reimbursement for travel in a personal automobile, public transportation costs when determine more efficient and/or cost effective, meals, gratuities, and lodging. Other expenses such as tolls, public transportation, and parking fees will be considered, also.
- C. It is the responsibility of each employee to accurately record requests for travel reimbursement on the appropriate form and for the immediate supervisor to review and approve such requests.
- D. While traveling, employees are considered representatives of the CMHPSM while traveling on company business. As such, personal behavior must be conducted so that others do not interpret negative impressions. The employee should carefully monitor personal appearance and alcohol consumption.
- E. All employees shall seek approval for CMHPSM travel from their immediate supervisor. Travel itineraries shall be left with supervisors so that important communications can be made. Travel outside of the Continental United States requires approval from the CEO.
- F. The CMHPSM does not reimburse employees for personal expenses. Family members or companions traveling with employees are considered a personal expense. Stays longer than those required by the CMHPSM are personal expenses.
- G. Expenses for private transportation shall be reimbursed at the rate published by the IRS for automobiles and the actual cost for non-automobile private transportation.
- H. Transportation costs, either by personal vehicle or public transportation, shall be reimbursed at the lowest travel cost approved by the CEO. When traveling out-of-state, reimbursement will be limited to most economical means of transportation (e.g. lowest air or train fare). Staff electing not to utilize the most economical means of transportation shall be responsible for the cost over and above the most economical means of travel.
- I. Employees using their personal vehicle to conduct CMHPSM related business shall be reimbursed at the standard mileage rate as published by the IRS. Mileage may be claimed according to the following guidelines.
 - Actual point-to-point miles can be used or mileage can be calculated using the Map Quest website.
 - Any miles driven in excess of point-to-point should be reported as vicinity miles on a separate line. These miles must be accompanied by an itinerary of the day or otherwise explained.
 - Where assignments start and/or terminate at the employee's home, reimbursement will be based from the home to the field assignment and return provided that the total miles driven do not exceed the total

miles had the assignment started and terminated at the official workstation.

- Reimbursement will not be allowed for travel between an employee's home and official workstation.
- J. Employees shall stay in accommodations considered average for the area in which they are traveling unless they are traveling to a conference type event. For in-state travel, overnight hotel accommodations are permitted if the destination for the traveler is in excess of 100 miles. The CEO may grant an exception in certain circumstances. (Refer to <http://www.gsa.gov/portal/category/21287> for maximum Per Diem reimbursement rates for lodging.)
- K. Employees are encouraged to dine at establishments considered average in price for the area in which they are traveling. (Refer to <http://www.gsa.gov/portal/category/21287> for maximum Per Diem reimbursement rates for meals.) Timeframes for departing and arriving and distance travelled to approved conferences, meetings, and other events determine whether or not meals will be reimbursed.

For meal reimbursement the following timeframes must be used:

Breakfast – Travel must commence PRIOR to 6:00 AM & extend beyond 8:30 AM

Lunch – Travel must commence PRIOR to 11:30 AM & extend beyond 2:00 PM

Dinner – Travel must commence PRIOR to 6:30 PM & extend beyond 8:00 PM

Distance criteria:

Meals may be reimbursed when the location of the approved conference, meeting, or other event is at least 50 miles from the individual's primary work site provided the meal occurs directly following the meeting (i.e. a lunch following a meeting in Lansing that concludes at 12:30 p.m.).

- Original Itemized, dated receipts must be attached to the expense reimbursement form; copies will not be permitted. The receipt should be cash register generated and include the place, date, time of the purchase, and amount paid to verify the correct reimbursement amount. Credit card statements are not acceptable in lieu of a receipt.
- The meal must be purchased within the starting and ending time of travel, following the meeting, or between two sessions of the same event when a meal is not provided. For example, items purchased at a grocery store the night before travel occurs are not reimbursable. Only single meal items consumed during the meal

period are acceptable. Bulk quantity items such as bags of apples, loaves of bread, cases of water, etc. will not be allowed.

- For full-day meals (breakfast, lunch and dinner) with an over-night stay, the meals and receipts will be considered in total (not individually) and cannot exceed the total meal reimbursement for the day.
- The actual amount paid for food, non-alcoholic drink, sales tax and tip is reimbursable up to the allowable meal rate. If the tip amount is not printed on the receipt, a handwritten notation of the amount of the tip is acceptable.
- Meal reimbursement requests made by an employee cannot include the purchase of a meal intended for someone other than the employee. Only the actual amount expended, up to the allowable rate, will be reimbursed.
- The amount of reimbursement will be the amount of the actual meal expense, as noted on the receipt, or the allowed meal rate, whichever is less.
- Any exceptions to the above will be evaluated on an individual basis.

If lodging or other travel includes a breakfast or other meal, the traveler generally is not entitled to reimbursement for that meal.

However, when a provider offers a limited selection such as a continental breakfast with a small selection of rolls, Danish, donuts, etc., coffee and perhaps juice and fruit or the meal is found to be inadequate, reimbursement can be sought with sufficient justification (i.e., receipts, explanation) for reimbursement. CMHPSM considers all alcoholic beverages to be a personal expense.

- L. Cars should only be rented when required by the travel itinerary. Economy or mid-size class should be requested depending on the circumstance. Luxury rentals are considered a personal expense.
- M. The following are not allowable expenses for reimbursement:
 - Political donations, charitable donations, or gifts
 - Tickets to political events, charitable fund raisers, and retirement dinners. The actual cost of the meal provided at the event may be allowable with prior approval by the Department Head or her/his designee.
 - Parking tickets are not allowable and are the responsibility of the traveler.
- N. The CMHPSM does not advance funds for travel, however, will purchase tickets for public transportation, such as air fare, as approved.

VII. EXHIBITS

VIII. REFERENCES