

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section I - Administration

SUBJECT: TRAVEL, TRAVEL REQUEST, AND TRAVEL EXPENSE REPORTS

REVIEWER(S): President
Dean of Administrative and Financial Services*

RELATED POLICIES TO CONSULT:

CHS Policy: [ADM 280.05 Travel Approval and Expense Reimbursement](#)
[ADM 280.06 Business Expense Reimbursement](#)

I. POLICY

Teammates of Carolinas College of Health Sciences (CCHS) will be reimbursed for reasonable business-related expenses incurred for approved travel. *Teammates* are responsible for all funds involved and must provide detailed receipt documentation for all expenditures. *Teammates* shall use the Carolinas HealthCare System (CHS) Travel department to make travel arrangements; any *teammate* not using the travel department for business travel will be responsible for all expenses incurred.

Also see CHS's Business Travel Approval and Expense Reimbursement Policy, ADM 280.05. Any discrepancies between the two will be resolved via adherence to the college policy. Areas not addressed will default to the CHS policy. Issues not addressed by either policy will be subject to the interpretation of the college's dean of administrative and financial services.

II. PROCEDURE FOR TRAVEL REQUEST

A. Seminar Registration

For local seminars not sponsored by CHS and for which registration fees are requested, the *teammate* should complete the online *travel e-form* (located on PeopleConnect). Properly completed forms are to be approved by the cost center manager and forwarded to the travel department for processing.

B. Overnight Travel Authorization

1. The Travel Authorization and *Reimbursement Expense e-form* (located on PeopleConnect) is required for all overnight travel and/or prepayments, including airline, seminar fees, hotel, car reservations, and *teammate* advances.
2. *All overnight travel requires this pre-form if any expenses will be reimbursed including meals, mileage, etc.* The *Travel Authorization & Reimbursement Expense e-form* must be completed well in advance of planned travel and submitted to CHS' Travel department. *All requests should be made 30 days prior to the travel dates.*
3. The completed e-form must be submitted to the *teammate's* immediate supervisor for approval, then the department manager or dean, and then the president for approval. After approval, the form is forwarded to CHS' Travel department, which makes necessary hotel, car, air reservations, and processes advance requests. The *teammate* will receive a copy of the *Travel Authorization & Reimbursement Expense e-form* as verification that the request has been processed. *Funds for teammate advances will be direct deposited to the teammate seven days before departure. Travel advances will be limited to incidental expenses that will total \$200.00 or more.*
4. The following are considered reasonable expenses:
 - **Accommodations:** The travel department will be responsible for booking single rooms only, unless there are two or more *teammates* traveling together. If requested, the travel department will book double or triple accommodations; however, the difference in room rates will be the responsibility of the *teammate*. Charges for special room accommodations which are not medically necessary, such as ocean front room charges, are the responsibility of the *teammate*. *CHS Travel will pre-pay the hotel charges.* In the event *teammates* are staying with relatives or friends in their destination city, they may purchase a gift no more than \$50.00 in value which precludes the cost of the hotel stay. Original receipts are required for reimbursement. Cancellations require seven working days' notice.
 - **Air Travel:** All business travel will be booked coach class or the lowest available fare. *When possible, provide CHS Travel flexibility in booking airline departure and arrival times.*
 - **Car Rental:** Prohibited unless the nature or location of the destination is such that local

transportation is not practical or would be more expensive.

- **Shuttle Transportation:** *Teammates should utilize free or low-cost hotel or other shuttles. Taxis are permitted only when shuttle transportation is not available or is more costly (i.e., multiple teammates sharing a taxi). Original receipts for either must accompany the expense report.*
- **Personal Automobile:** The new reimbursement rate is published on January 1 of each year. Verify the current rate with your department manager or as posted on the *teammate* bulletin board in the staff kitchen. Personal mileage must be itemized on the expense report. Costs of tolls and reasonable parking charges are allowed. In accordance with IRS rules, normal travel miles from home to work facility shall be deducted from any business trips on the day of departure and return. Effective Oct. 6, 2014, mileage reimbursement requests must be submitted no later than 90 days from the date the travel occurred. Requests submitted after that date will not be eligible for payment.
- **Meetings:** Meeting registration verifications are to be submitted with the expense report.
- **Business Meals:** The expenditure must be directly related to or associated with the active conduct of business and should not be extravagant. For overnight travel the following limits (including gratuity) should be considered: breakfast up to \$12; lunch up to \$18 and dinner up to \$35. Gratuities which exceed 20% will not be reimbursed. These guidelines are not a per diem. Meals consumed within Mecklenburg County are not reimbursed. For one-day travel out of Mecklenburg County, *teammates* will be reimbursed for applicable meals *if travel and meeting time exceeds 12 hours*. Alcohol will not be reimbursed. Meals which are included in the cost of meeting attendance will not be separately reimbursed. Additional charges for room service will be reimbursed only for unique circumstances such as arrival after regular restaurant hours. Credit card charge slips are not adequate for reimbursement; detailed receipts are required.
- **Internet access:** The cost of this service varies widely by hotel. *Teammates* should verify all costs associated with hotel internet service prior to use, and assure that projected expense is within the manager-approved *pre-travel* authorization.

III. PROCEDURE FOR TRAVEL EXPENSE REPORT

- A. An expense report is to be completed within 10 days after the end of the travel. Original detailed receipts are required for reimbursement. Credit card receipts are not acceptable unless they also itemize expenses. Expenses for which receipts were lost will generally not be reimbursed *except by senior vice president approval*.
- B. An expense report is to be completed within 10 days after the end of the travel. Any advances or prepayments may be reported as taxable income to the *teammate* if the expense report is delinquent.
- C. Instructions for completing the electronic *Travel Authorization & Reimbursement Expense* (located on PeopleConnect):
 1. *Return to the e-forms queue and open the original travel request.*
 2. *Select "expense report" in the lower right section.*
 3. *Follow the form prompts to enter expenses and then upload a PDF copy of all receipts.*
 4. *Electronically sign the e-form and route to immediate supervisor.*
- D. E-signature approval of the cost center manager is required before submitting to the college president and travel.
- E. *If advances exceed expenditures the teammate can 1) contact CHS Travel at 704-512-3846 to provide debit or credit card information to CHS or, 2) send a check made payable to Carolinas HealthCare System with a printed copy of the e-form to CHS Travel.*
- F. *The Travel, Travel Request, and Travel Expense Reports policy and procedure will be reviewed bi-annually.*

IV. APPROVAL

Name: _____ Title: President Date: _____