



East Texas Gulf Coast Regional Trauma Advisory Council Standard Operating Procedures

Subject: Travel Policy

Level: Council

Authorization: Board of Directors

Effective Date: May 15, 2007

Last Revision: March 8, 2011

POLICY: The RAC shall reimburse the travel expenses of organization staff and membership that has been appropriately authorized and serves the purposes of the RAC.

PURPOSE: To provide a set of standards and processes by which to:

1. authorize travel at the organization's expense, and
2. reimburse said authorized travel.

PROCEDURE:

1. Necessary and reasonable expenses for transportation, lodging, meals (when traveling overnight) and incidental expenses incurred for travel that clearly involve RAC business will be reimbursed or advanced by the RAC at cost for the RAC Board Members and Committee Chairs.
2. Travel authorization and expense reports must be signed by the traveler and approved by the responsible manager. A separate travel expense report should be submitted for each trip taken and must include:
 - dates of travel,
 - travel destination,
 - the purpose of the trip,
 - an itemization of expenses, and
 - the general ledger account(s) charged.
3. The organization will use the mileage reimbursement rate currently accepted by the United States Internal Revenue Service.
4. Reimbursement at a mileage rate must be supported by a detail record of point-to-point mileage with odometer readings or copies of mapping web site mileage. Maps from a mapping website must also display point-to-point miles, with a separate map between each destination. RAC-R will use maps from www.mapquest.com. Original receipts must be attached to all travel expense reimbursement vouchers.
5. Requests for mileage reimbursement is expected to be submitted within 10 days of the end of each month. Mileage reimbursement will be paid monthly to employees who use their personal vehicle after the above documentation is submitted. The organization owns no vehicles.
6. Original receipted bills for all hotel charges, airline tickets (showing itinerary and costs), and all other expenses. Proof of payment must accompany the original receipted bills. A credit card receipt is not acceptable support for reimbursement of expenses.
7. Examples of eligible incidental expenses are:

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- Parking
 - Toll road fees
 - Seminar tuition and/or registration fees
8. Examples of non-eligible incidental expenses are:
- Entertainment expense
 - Taxes
 - Liquor
 - Fines
 - Internet connection fees
 - Personal phone expenses
 - Personal expense items.
9. Travel costs related to the general administration of the organization (that are deemed to be allowable in accordance with the applicable cost principles) shall be allocated as indirect costs. All other travel costs incurred by employees of the organization will be allocated to the relevant project for which the travel is being undertaken.
10. Prior written approval by the DSHS contract manager must be obtained for out-of-state travel. If the out-of-state travel is clearly delineated in the organization's approved budget, prior approval is assumed.
11. The Executive Director or RAC Chair and/or his/her designee shall be expected to attend state-wide and other HPP meetings. Approval for such travel is granted by this policy. Travel reimbursement or travel advance payment requests for all other RAC officers, committee chairs or members must have prior approved in writing by the RAC Chair. Other travel by the RAC Chair must be approved in writing by the Board or Executive Committee. Travel to meetings such as RAC Chair Meeting and GETAC Meetings may be reimbursed by cost allocation to the applicable grant(s).
12. Travel Advance Payment Requests must be submitted to the RAC Office at least two weeks prior to the travel date. The request shall include the dates of travel with an estimated listing of expenses by category. Travel advances must be approved by the RAC Executive Director and the RAC Chair and/or RAC Treasurer. Approved travel advances will be issued for 2/3 of the estimated expenses.
13. Upon completion of the travel, all expenses will be submitted to the RAC Office with original receipts. The expense statement shall contain a detailed statement as to the purpose of travel, travel dates and amount of expenditures. If the approved expenses exceed the 2/3 advance the excess will be paid by the RAC. If travel expenses are less than the 2/3 estimated expense, the traveler will submit a check or money order for the amount of funds received but not expended.
14. For reimbursement of approved travel, the traveler will submit all travel expenses to the RAC Office with original receipts. A check for the total approved expenses will be issued within 10 work days of proper documentation.
15. In addition to the requirements listed above the following requirements must be met in order to receive travel expenses from the RAC:
- Coach airfare must be used

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- Hotel lodging will be reimbursed at the GSA's Federal Domestic Maximum Per Diem Rates published at <http://www.gsa.gov/portal/category/100120>
- Car rental expenses must be for mid size or smaller cars and gasoline; parking or toll expenses for a rental car must not include any personal miles driven.
- Travel must be submitted within 30 days of the completion of travel.
- Meals purchased during overnight travel may be reimbursed up to \$40.00 per day. Receipts must be presented for reimbursement.

Ron Schmitz, RAC Chair

Linda Bennett, Bylaws Chair