



Service Area:	YALE NEW HAVEN HEALTH POLICY & PROCEDURES		
Title: Travel and Business Expense Policy			
Date Approved: 12/22/2016		Approved by: System Operating Committee (SOC)	
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Distribution: MCN Policy Manager		System Policy Type (I or II): Type I	
Supersedes: Yale New Haven Health: Travel and Business Expense Reimbursement (FN:F-30) Bridgeport Hospital: Employee Travel Allowance Policy (HR Policy) (F:15) Greenwich Hospital: Reimbursement for Business Travel and Meetings Yale New Haven Hospital: Travel & Business Expense Policy and Diagnostic Radiology Guidelines for Business Travel			

PURPOSE

To responsibly manage Yale New Haven Health System resources by establishing a policy and procedure for the reimbursement of travel and business expenses for all employees and authorized individuals who incur expenses on behalf of YNHHS in compliance with IRS rules and regulations for travel and entertainment expenses

APPLICABILITY

This policy applies to Yale New Haven Health System (YNHHS), and each of the affiliated entities controlled directly or indirectly by YNHHS, including but not limited to each affiliated hospital (Bridgeport Hospital, Greenwich Hospital, Lawrence + Memorial Hospital, Yale New Haven Hospital and Westerly Hospital, and any other hospital that affiliates with YNHHS), HSC and Grimes and other healthcare providers (including but not limited to Northeast Medical Group) and each of their subsidiary entities.

POLICY

Employees and other authorized individuals will be reimbursed for actual, reasonable and authorized expenses incurred while traveling or conducting business on behalf of YNHHS. Any items not specifically included in this policy should be referenced to individual authorized contracts, as appropriate, and should be reviewed with the department head, and/or authorized administrative officer.

PROCEDURES

A. Process

1. Travelers must submit all authorized travel related expenses via the on-line Travel and

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Expense system available on-line in Employee Self-Service (ESS) within sixty (60) days of the expense. If the employee's expenses are paid in advance by YNHHS, such expenses must be listed and deducted as prepaid on the report. In the limited instances where a third party paid for travel expenses, these expenses must be clearly identified in the on-line submission.

2. Except where a higher level approval is required under this policy, the manager of the employee must authorize/approve all reimbursement requests. Department heads may cap the amount of reimbursement according to department policy and budget constraints as long as the caps are consistent for all employees in a department.
3. The Corporate Payroll department is responsible for reimbursement in accordance with this policy based on receipt of all necessary back-up as well as required authorizations and approvals. Corporate Payroll will also be responsible for record retention and compliance reviews of all submissions.
4. Expenses must be accounted for within a reasonable period of time – generally within 60 days after the expenses were paid or incurred.
5. Any excess reimbursements must be returned within a reasonable period of time – generally within 120 days after the expenses were paid or incurred. An excess reimbursement or allowance is any amount paid that is more than the business-related expenses for which the employee (or other authorized individual) adequately accounted.
6. University personnel traveling on YNHHS business must adhere to this policy but will work with the System Accounts Payable department for all reimbursements.

B. Pre-approval of Travel Forms

When airline/rail travel and/or hotel expenses are to be prepaid by YNHHS, the employee must make note of it in the on-line T&E submission by indicating the pre-payment.

C. Allowable Travel Expenses

1. Air / Rail Transportation

- a. Coach fare on airlines and railroads is required, except for international flights longer than 8 hours. All airfare should be purchased through YNHHS's Travel Management Company and charged directly to the department whenever possible so that YNHHS's travel agency can provide validation of cost efficiency and so that the expense approval process is efficient. Exceptions must be documented and approved by the appropriate Vice President.
- b. Employees are encouraged to use the most cost effective form of transportation.
- c. Car rentals must be pre-approved by a department head or administrative officer and should be less expensive than the available public transportation or be used in the absence of other transportation. Reimbursement will include rental costs, fuel, tolls and parking. See Section C.2 for more detailed information on Ground Transportation.

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- d. Travel in personal automobiles will be reimbursed at the IRS mileage rate (which will be communicated periodically as adjustments are made to the rate), as well as parking and tolls. The number of miles is calculated as follows: For trips originating from the primary work location, use the actual round trip mileage between the primary work location and the destination. For trips originating from home, use the round trip mileage between home and destination less round trip mileage between home and primary work location. For additional guidance see Appendix A.
- e. Reasonable parking charges at the airport or train station, while on out of town business, should be made in the lowest cost manner when possible.
- f. See Appendix B for allowable and disallowed ancillary expenses relating to Air / Rail Travel.

2. Ground Transportation

- a. Vendor Selection:
 - The preferred method of procuring ground transportation services is through YNHHS's Travel Management Company.
 - Car rentals should only be utilized when cost effective to do so. The use of a rental car must be justified by an economic need, not a matter of personal convenience. The employee should compare the use of a taxicab and/or hotel shuttle against the cost of a rental car including insurance, gasoline, and parking at the hotel as well as the place of business.
 - When travelling with other employees, sharing of rental cars or taxis will be practiced in order to minimize costs.
 - Employees are reminded to review and follow the rental agreement.
- b. Refueling – See Appendix C
- c. Insurance – See Appendix C
- d. Offsite Airport Parking – Employees are encouraged to utilize off-site airport parking whenever practical.
- e. Parking / Tolls – All parking and toll charges incurred by the employee on company business are reimbursable.
- f. Traffic fines – Traffic fines are not a reimbursable item.
- g. Car rental ancillary services – See Appendix C for clarification on allowable and disallowed ancillary expenses related to car rental.

3. Lodging

- a. Reimbursement will cover regular Standard or Deluxe Double Room as the booked room type only. Other room types are only permissible with manager prior-approval.

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- b. Extra nights spent for lodging required to obtain reduced airfare will be reimbursed ***IF*** an employee provides proof from the travel agent that the extra expense of lodging and meals is less than the savings obtained on the airfare.
- c. See Appendix D for clarification of allowable and disallowed ancillary expenses relating to Lodging.

4. Meals

Reasonable, actual costs will be reimbursed for meals while traveling on YNHHS business. ***If a meal charge includes others, receipt must state names and business affiliation of individuals involved.*** Costs relating to other meals are considered “business” expenses and are covered in section D.

5. Miscellaneous

All miscellaneous expenses not covered in Appendix B-D are required to be approved in advance.

6. Office Supplies

Office Supplies should be purchased in accordance with YNHHS’s procurement policies (including the use of check requests for minor items, only when authorized). Charges relating to office supplies are not reimbursable through the T&E process.

D. Allowable Business Expenses

“Business expense” is any reimbursable expenditure for an activity involving employee participation. This includes all employee business meals when in or out-of-town and when the expense has been incurred by the employee seeking reimbursement. Reasonable expenditures for entertaining persons outside YNHHS who have an influence on YNHHS business activities are reimbursable as follows:

1. If the business expense directly precedes, follows, or is concurrent with a substantial and bona fide business discussion, including meetings at a convention.
2. The business expense must not conflict with YNHHS’s standards of conduct.
3. Professional Certifications are reimbursed if approved by your Manager and Vice President of an employee’s department. The certification must be directly linked to the work that is being done at YNHHS.

E. Expenses Disallowed

1. Expenses that are not incurred for a bona fide nonprofit business purpose or are not directly related to the employment, work or services provided by the individual.

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2. Unsupported, unapproved, unexplained expenses.
3. Any expense for a spouse or family members regardless if it is related to a System function or event.
4. Cost of regular commuting between the employee's residence and normal work location.
5. See Appendix B-D for clarification of allowable and disallowed ancillary expenses.

F. Documentation Required for Expenses

1. At a minimum, every expense should be supported by documentation showing: (1) what was purchased, (2) how much was paid, (3) when it was incurred, and (4) the vendor.
2. ORIGINAL itemized receipts are required for the following expenses:
 - a. Individual expenses greater than \$25.00.
 - b. Airline/rail ticket receipts must be attached to the report even if paid directly by YNHHS (in which case it should be deducted as a prepaid expense).
 - c. Lodging- itemized hotel bill and credit card receipt if employee paid. If YNHHS paid, itemized hotel bill is still required and expense must be listed on the report and deducted as prepaid. It is the responsibility of the employee's department to obtain a refund for a credit balance on a hotel bill paid by the YNHHS.
 - d. Meals.
 - e. Rental Car-Bill and credit card receipt.
 - f. Seminar Registration – If paid by employee, credit card receipt, canceled check, or receipt issued by conference personnel. (*Registration form stating the dollar amount required is not proof that employee paid.*) If YNHHS paid, expense must be deducted as prepaid.
3. Seminar registration information detailing dates MUST be attached to the report even if fees were prepaid by YNHHS. This information substantiates the business reason for travel and the dates for expenses YNHHS is to reimburse.

G. Use of Personal Automobile

It is required that employees who use their personal automobiles on business maintain adequate automobile insurance. The rate per mile paid by the System is intended to include a portion of the expense of such insurance. The System does not assume responsibility for any costs for which an employee may be liable as a result of the operation of the personal automobile.

H. Travel Advances

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1. With the approval of a Vice President, the System provides advances of cash or other resources in limited circumstances to meet business needs.
2. All requests for advances must be submitted to the Accounting department on the appropriate forms. A travel advance will not be issued to any employee who has an outstanding travel advance from a previous trip.

I. Foreign Travel

When travel is outside the United States, all expenses on the report must be converted to US dollars using the foreign exchange rate at the time when the currency was actually exchanged. Documents (such as a credit card bill or the receipt from the exchange) supporting the exchange rate must be attached to the report

J. Other

1. Any employees serving as board members on associations related to business may have their travel expenses paid by the association.
2. YNHHS recognizes that the use of mobile phones and other mobile and WI-FI devices by certain employees is critical to the optimal performance of their duties. See Administrative Policy IS A-16
3. Travel *expenses may be paid by a vendor only when employees need training by the vendor for existing systems or equipment and this is stated in the purchase contract.*

NOTE: Before allowing an outside entity to pay for travel, the YNHHS's Conflict of Interest Policy must be reviewed and followed. Any question as to the appropriateness of the travel with regard to this policy should be discussed with the department head and administrator.

K. Trustees

Trustees of YNHHS and its affiliated entities to whom this policy applies (as set forth above) may be reimbursed for reasonable and necessary expenses incurred to attend Board meetings, including expenses for transportation, lodging and meals. The general requirements throughout this policy shall apply, except that expenses may not be advanced to Trustees (i.e., expenses must be incurred prior to seeking reimbursement). Appropriate expenses may be paid on behalf of a Trustee on a company credit card, thus eliminating the need for direct reimbursement. All Trustees are eligible, regardless of whether a Trustee is solely a volunteer or also serves as an employee or independent contractor of YNHHS or an affiliate. All requests for reimbursement must be paid through Accounts Payable.

REFERENCES

IRS Publication 535 – Business Expenses

RELATED POLICIES

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Appendix A

Examples for Business Mileage Reimbursement**Example 1****Travel from home to another business location then to primary work and then back home**

Employee generally drives 24 miles (roundtrip) per day to and from his usual work location in New Haven. Today, however, he needs to drive from his home to Greenwich Hospital to attend an early morning meeting. After the meeting, he continues to his primary work location in New Haven where he completes his work day and then drives home. In total, today Employee drives 64 miles - from home to Greenwich then to his office in New Haven and back to his home.

Employee can request reimbursement for 40 miles for travel. This represents the number of miles that he drove in excess of his usual round trip commute ($64 - 24 = 40$)

Example 2**Use of personal vehicle when it's not the usual method of commuting to and from work**

Employee usually takes the bus to work to her primary work location in New Haven. If she were to drive, her daily roundtrip commute would be 18 miles per day. Today she needs to use her car since she is participating in a conference at an offsite location 28 miles (roundtrip) from her home. The conference lasts the full day and she drives home upon its conclusion. Employee can request reimbursement for 10 miles for travel. This represents the number of miles she had to drive in excess of his usual round trip commute ($28 - 18 = 10$). This calculation applies even though the Employee does not normally drive her personal vehicle to work.

Example 3**Travel on Non-working days**

Employee usually drives 14 miles (roundtrip) to his primary work location in Bridgeport. His normal work schedule is Monday through Friday. On Sunday evening he drives 47 miles to JFK Airport in New York to catch his flight to an out-of-state conference. Employee can request reimbursement for all 47 miles driven, since Sunday is not a normal work day and he is not going to his normal work location. If, however, he had needed to work in his office on that Sunday, his 14 mile round-trip commute would not have been reimbursable.

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Appendix B

Ancillary Expenses – Air/Rail Travel

As airlines and railways have increasingly unbundled some of their “ancillary services” the following applies to additional charges related to these expenses. Please note, although most items reference air travel, all ancillary expenses listed relate to railway travel as well.

Baggage	Additional charges only for baggage that is reasonable and appropriate to the length and purpose of the trip. This excludes all sporting equipment.
Preferred seats	Not permitted within policy but allowed at travelers expense except as noted elsewhere in this policy.
Inflight Food	Permitted on domestic trips departing during traditional meal times. All other times at traveler’s expense.
Inflight Drinks	Soft and other non-alcoholic drinks permitted relevant to trip length. Alcoholic drinks are not permitted.
Amenity Kits	Complimentary kits only. Any additional charged amenities at the traveler’s expense.
Premium Check-In	As allowed by Frequent Flyer status permitted. Any other at traveler’s expense.
Premium Boarding	As allowed by Frequent Flyer status permitted. Any other at traveler’s expense.
Other at cost VIP Arrival/Departure Services	Only at travelers expense.
Electronic baggage tags	Only at travelers expense.
Air Phones	Not permitted unless for emergency business purposes.
Upgrades	Travelers are permitted to use personal points for upgrades.
Upgrades – paid on departure	Only at travelers expense.
Higher Fare class that permits upgrades	Travelers are not to purchase higher fare classes within their permitted class of travel to enable the use of personal frequent flyer points to source upgrades.
Frequent Flyer Membership	Travelers are permitted to join Frequent Flyer programs at their own expense.

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Appendix C

Ancillary Expenses – Car Rental

As car hire providers increasingly unbundle some of their “ancillary services” the following applies to additional charges related to these:

Damage waiver	Always decline as annual cost.
Collision Damage Waiver	Always decline as annual cost.
Loss Damage Waiver	Always decline as annual cost.
Upgrades	Only at travelers expense.
Satellite Navigation Devices	Permitted if included in trip approval otherwise at traveler’s expense.
Fuel	Pre-purchase fuel packages are not permitted. Travelers should refill the car prior to return and claim actual fuel costs.
Tips	As per local custom.

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Appendix D

Ancillary Expenses – Lodging

As accommodation providers increasingly unbundle some of their “ancillary services” the following applies to additional charges related to these:

Room Upgrades	Only permitted at travelers cost.
Phone	Business calls only. Where employees are provided with YNHHS owned mobile device they should balance the cost of the hotel service versus the roaming charges on mobile when travelling internationally.
Wi-Fi / Internet	Internet access is an acceptable expense to support travelers to do YNHHS business. The lowest cost option should be accessed and only YNHHS provided devices are permitted to be connected. When travelling internally Wi-Fi should also be used to reduce data roaming charges NB. Data roaming use should be kept to a minimum when travelling internationally.
Late Checkout	YNHHS negotiates late checkout at a number of our preferred properties and these should be accessed where needed. For properties where this has not been negotiated only additional fees included in the pre-trip approval are permitted. All other charges are at traveler’s expense.
Gym / Spa Services	At travelers expense.
In room movies / games	At travelers expense.
Room Service	Reasonable expenses permitted including one glass of either non-alcoholic or alcoholic drink.
Room Service (Per diem provided)	At travelers expense.
Tips	As per local custom.
Laundry and Dry Cleaning	Reasonable amounts when an employee travels for 4 or more consecutive nights. The charge must be incurred while travelling.