



**Vice President and Chief Executive Officer of the Medical Center**

**MEDICAL CENTER POLICY NO. 0015**

A. SUBJECT: Travel Reimbursement

B. EFFECTIVE DATE: October 1, 2011 (R)

C. POLICY:

Medical Center employees shall be reimbursed for reasonable and necessary travel expenses incurred on Medical Center business when appropriate prior approvals are documented and the reimbursement is consistent with Medical Center and Commonwealth of Virginia financial policies and procedures. In addition to the Procedure set forth below, information pertaining to reimbursement criteria is available from Medical Center Accounts Payable (MCAP) (434-924-5495)

D. PROCEDURE:

1. Reimbursable expenses: Business travel expenses are reimbursed based on the geographic location of the conference, workshop, or work site that is not the employee's usual place of employment.
  - a. Meals and incidental expenses will be reimbursed by one of the following methods: the first, in accordance with the Meals and Incidental Expense (M&IE) rate table, and the second, on a per meal basis based on actual receipts, in accordance with "individual meal rates". Both of these methods are limited by the State rate tables. Any meal being provided by the Conference or Class in which the traveler is attending must be deducted from the meal reimbursement for that particular meal and day. A list of these limitations can be found at: <http://www.procurement.virginia.edu/main/departments/LodgingAndMealLimits.html>. Business Meal Exceptions up to 100% over state guidelines are approved by the appropriate Administrator.
  - b. Lodging expenses are reimbursed up to the limit permitted by the State rate tables, also found at: <http://www.procurement.virginia.edu/main/departments/LodgingAndMealLimits.html>. Lodging exceptions up to 100% over state guidelines are approved by the appropriate Administrator. Lodging for one night stay only may be prepaid; direct billing arrangements can be made by the employee working directly with the Hotel.

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- c. Transportation:
  - i. Public transportation (air, bus, train, etc) shall be reimbursed at the coach rate, except as may be approved by the Chief Executive Officer or his designee.
  - ii. Use of a rental car (van) as a means of transportation shall be justified and approved in advance. Car rentals are available through a local contract agency and available by use of a Purchase Order.
  - iii. Use of personal vehicle as a means of transportation shall be reimbursed at the State approved rate. Use of a personal vehicle is not permitted for overnight travel unless prior approval is obtained from the appropriate Administrator. When travel is by personally-owned automobile and the round-trip is greater than 300 miles, the total of the expenses reimbursed, including meals and lodging, shall not exceed the total cost of the trip using the most economical public air transportation fare available. A comparative statement must be attached to the reimbursement request. The appropriate Medical Center Chief may approve exceptions to this policy when justified.
  - iv. Home to work travel expenses to a location that is not the employee's usual place of employment may be reimbursed depending on the distance and the nature of the request. If the additional home to work travel is performed for the employer's benefit and at its request, the travel mileage in excess of the mileage required to travel from home to the employee's usual place of employment is subject to reimbursement.
2. Non-reimbursable Expenses: The Medical Center will not reimburse the following expenses:
  - a. Lost or stolen articles;
  - b. Alcoholic beverages;
  - c. Damage to personal vehicles, clothing or other items;
  - d. Services to gain entry to a locked vehicle;
  - e. Movies charged to hotel bill;
  - f. All expenses related to the personal negligence of the traveler, such as fines, parking tickets, etc.;
  - g. Entertainment expenses;
  - h. Towing charges;
  - i. Expenses for children, spouses and companions while on travel status.
3. Pre-Trip Processing:
  - a. All multi-day business travel requires prior approval of all anticipated expenses, including, lodging, airfare, conference/workshop registration, etc. Prior approval of pre-trip estimates is not required for same-day driving trips for which travelers may request mileage and/or meal reimbursement.
  - b. Prior approval is to be obtained using the [\*Medical Center Travel Budget and Reimbursement Form\*](#) before any expenses are incurred.

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- c. If airline and/or registration fees are to be paid in advance and MCAP is being requested to assist with these arrangements, an approved copy of the [Medical Center Travel Budget and Reimbursement Form](#) must accompany the request. Arrangements made by MCAP for airfares and conference registrations will be charged directly to the appropriate PeopleSoft department code(s). Only airfare purchased on a Travel Card or through MCAP may be reimbursed in advance.
- d. Using the Internet to purchase travel services is permitted, and a hardcopy from the Internet site showing total cost and confirmed service must be obtained to support the expense when submitting to MCAP for reimbursement.
- e. For those individuals to whom the Medical Center has issued a corporate travel credit card ("Card"), the Card is to be used for all business-related travel expenses. No cash advances against this Card are permitted. The Card is not to be used for personal expenses that are not incidental to and incurred during business travel. If airfare and/or registration fees are charged to the Card and the Card balance becomes due and payable before the trip, then those expenses may be submitted for reimbursement before the trip. For those individuals who do not have a Card, they may use a personal credit card for their business-related travel expenses and those expenses will be reimbursed after the travel has occurred. Administrative approval is required to obtain a Card; contact MCAP for information regarding the Card program
- f. For seminars, workshops, and training programs involving FIVE or more individuals from the same department, where it is determined that a seminar, workshop or training program is essential to staff development, the department must investigate the option of bringing the trainer on-site instead of authorizing employees to travel to an off-site location. If off-site travel is determined to be the most cost effective, documentation of the comparative analysis must be attached to each of the [Medical Center Travel Budget and Reimbursement Forms](#) seeking reimbursement.
- g. Business Meals are reimbursable when the following conditions are met:
  - i. Include Medical Center Chief Approval in advance of the meal if it is anticipated the total meal will cost in excess of \$400.
  - ii. Include original, itemized receipts.
  - iii. Involve a substantive and bona fide business purpose.
  - iv. Include a completed Business Meal Certification form (see Travel Reimbursement form); the Meal allowance referenced in D.1. a above must be followed.
  - v. For individuals on overnight Travel, the meal equivalent must be deducted from that day's allowance.

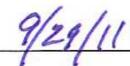
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4. Post-Trip Processing:

- a. Employee completes the [Medical Center Travel Budget and Reimbursement Form](#) within 5 business days of returning from the trip. All original receipts and boarding passes must be submitted with the request for reimbursement.
- b. All travel related expenses are to be submitted to MCAP at messenger mail address Box 800779 or hand-deliver to Medical Center Finance, Accounts Payable, 855 West Main Street, Charlottesville, Virginia.
- c. MCAP audits the reimbursement documentation and approves expense amounts that are in accordance with Medical Center and State policies and procedures.
- d. All reimbursement checks are mailed to the employee's home address by the Medical Center Cashiering Department.
- e. Employees who utilize their personal credit cards for official Travel shall be entitled to retain any "points" accrued by virtue of using the card for such travel. Any credits (e.g. for a delayed or canceled flight), waived fees, or free services received after the initial purchase must be reported to MCAP and deducted from the amount of reimbursement.

SIGNATURE:

  
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R. Edward Howell, CEO, UVA Medical Center

  
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DATE:

Medical Center Policy No. 0015 (R)

Approved August 1983

Revised September 1986, August 1990, April 1991, July 1994, March 1996, June 1998, October 2000,

March 2001, October 2002, June 2005, December 2006, March 2007, June 2010, September 2011

Approved by Associate Vice President for Business Development and Finance

Approved by Medical Center Administration