



## In-State Travel Reimbursement Policy for Coalition Members

Members of Arizona’s healthcare coalition, known as AzCHER, may be eligible for reimbursement of travel expenses associated with attendance at coalition events, whether county-based, regional, or statewide events. Such events may include, but are not limited to, coalition meetings (including regional general body meetings, regional steering committee meetings, and/or functional work group meetings), trainings, workshops, educational opportunities, and coalition exercises.

AzCHER **members** may submit a request for reimbursement for certain **pre-approved** travel expenses that include mileage, hotel, and meals in accordance with rates set forth in the State of Arizona Accounting Manual, which is available for reference at <https://gao.az.gov/publications/saam>.

Only representatives of those organizations that have submitted a signed Participation Agreement via [www.azcher.org/membership](http://www.azcher.org/membership) are eligible for travel reimbursement. Non-members (or representatives of organizations that have NOT signed a Participation Agreement) are not eligible for travel reimbursement.

Completed Travel Reimbursement Request forms should be submitted within the first week following the month in which expenses were incurred to [accountspayable@azhha.org](mailto:accountspayable@azhha.org). For example, reimbursement should be requested during the first week of February for travel undertaken in January.

### **AUTHORIZATION TO INCUR TRAVEL EXPENSES**

Members of AzCHER are eligible for travel reimbursement for pre-approved expenses.

Authorization for travel expenses must be received from the AzCHER Regional Manager or Executive Director as documented in a **written approval**. A copy of this documentation must be submitted with the Travel Reimbursement Request Form. If a broad statement of travel allowability is provided, such as in a coalition-wide email, this will provide sufficient documentation; however, it must be included with the reimbursement request.

Travel or other expenses incurred without prior approval are subject to rejection and payment is the responsibility of the individual or organization incurring the expense.

### **ELIGIBILITY FOR TRAVEL REIMBURSEMENT**

To be eligible for mileage reimbursement, the member representative’s point of origin (office or home – location must be specified on the Travel Reimbursement Request Form) must be in excess of 50 miles from the coalition event site.



To be eligible for meal and hotel reimbursement, a coalition member representative must travel at least 120 miles or two hours from the point of origin to the event site, whichever is shorter.

If a coalition member (i.e., local public health) receives funding through the Public Health Emergency Preparedness (PHEP) Program and the county has received funds allocated for coalition-specific travel in their annual appropriation, they are ineligible to be reimbursed for any travel expenses incurred.

### **MILEAGE REIMBURSEMENT**

Reimbursement for mileage is limited to the expense of travel by the most direct and usually traveled route. A coalition member representative traveling by an indirect route for his/her own pleasure and convenience will not be reimbursed for travel expenses in excess of those which would have been required for travel by the most direct route.

Mileage reimbursement is limited to the use of a personally owned vehicle (POV). Each member representative driving a POV on a coalition-approved activity should have current vehicle insurance and a valid driver's license. AzCHER is not responsible for any damages, fines, or citations resulting from the member's operation of a motor vehicle while participating in a coalition-approved activity. Mileage will be reimbursed at the current state-approved rate (currently .445 cents per mile) on the basis of miles traveled by the way of the most direct route between points as determined by Google Maps.

### **MEALS REIMBURSEMENT**

Meal expenses are eligible for reimbursement only when the destination is in excess of 120 miles or two hours of travel time from point of origin (home or office).

Reimbursements are for actual costs incurred and are not per diems or fixed allowances. Reimbursement for meals will be made in accordance with rates set forth in the State of Arizona Accounting Manual.

When meals are provided at no additional cost to the traveler (such as meals included in conference registration fees or provided to meeting participants), the traveler shall not be entitled to reimbursement for such meals. If circumstances, such as dietary needs, make it necessary to forgo the provided meal, then the traveler may claim up to the maximum meal allowance. In such cases, a receipt and a written explanation is necessary.

Itemized receipts must be provided for all expenses. Charge card receipts are not sufficient. Expenses associated with alcoholic beverages will not be reimbursed.

### **LODGING REIMBURSEMENT**

Lodging expenses are eligible for reimbursement only when the destination is in excess of 120 miles or two hours of travel time from point of origin (home or office). Exceptions can be made when the



traveler encounters adverse weather or traffic conditions or if the traveler experiences fatigue of such significance that it poses a danger to the traveler or other vehicle occupants. A written explanation must be provided attesting to the exceptional circumstances.

Lodging receipts shall be the original, itemized receipts issued by the establishment and must be attached to the claim for reimbursement. A credit card receipt is not acceptable.

Lodging reimbursement amounts will be based on the Reimbursement Schedule as approved by the State of Arizona. In cities/geographies listed on the reimbursement schedule, reimbursement is not to exceed the maximum lodging rate. In cities or geographies not listed on the schedule, reimbursement is not to exceed the default rate.

### **CLAIMS FOR REIMBURSEMENT**

To receive travel reimbursement, the following must be submitted. Failure to submit all documents listed below may result in the withholding of payment.

1. Travel Reimbursement Request form complete with name and address that check is to be sent, to whom the check should be made payable (individual or organization), as well as itemized expenses
2. Itemized receipts for hotel and meals with annotations of the appropriate maximums allowed by the State of Arizona Accounting Manual
3. Copy of written approval from AzCHER staff that precedes the travel date(s)

Send all documents to [accountspayable@azhha.org](mailto:accountspayable@azhha.org). If all documentation is in order per this written policy, a check will be mailed to the traveler within 10 to 14 days.

Questions regarding this policy or eligibility can be directed to [azcheradmin@azhha.org](mailto:azcheradmin@azhha.org).