



Travel Reimbursement Policy For Staff, Board of Directors and Others Traveling on Official CCPH Business

Promoting health through partnerships between communities and higher educational institutions

In order to spend our funds as prudently as possible, Community-Campus Partnerships for Health (CCPH) has developed this travel and reimbursement policy. Please read this policy completely before making travel arrangements or requesting reimbursement for travel expenses. When submitting receipts for reimbursement, please tape all original receipts on one side of a standard piece of 8 ½ x 11 paper. Please use multiple sheets of paper if needed. Your cooperation in adhering to this policy is greatly appreciated. If you have any questions regarding travel and travel reimbursement, please contact Alicia Witten, at 414.456.7404 or by email at awitten@mcw.edu

1. DONATING YOUR TRAVEL EXPENSES TO CCPH

For CCPH board members: Whenever possible, you, your school or your employer should pay for some or all your travel expenses. This contribution is fully tax-deductible and will be recognized as a cash donation. The Travel Expense Reimbursement form contains space for you to indicate your contribution to CCPH by paying for some or all of your travel expenses. (Receipts must still be sent in order for contribution to be recognized.)

For other travelers: Please consider making a donation to CCPH in the form of partial or full payment for your travel expenses. This contribution is fully tax-deductible and will be recognized as a cash donation. The Travel Expense Reimbursement form contains space for you to indicate your contribution to CCPH by paying for some of all of your travel expenses.

2. AIR TRAVEL

In order to be reimbursed by CCPH for air travel expenses, you must make your reservations and purchase your tickets through CCPH's official travel agency. Contact information for the travel agent that CCPH will work with for your particular event will be included in the email you receive on travel logistics. If you have not received this email, please contact Alicia (see contact information in introductory paragraph). The purchase may be charged directly to the CCPH account or charged to your credit card. Any exceptions to this policy must be pre-approved by the CCPH staff person responsible for your travel.

CCPH's official travel agency has been instructed to arrange the most economical airfare available, consistent with the circumstances. A class of fare above standard coach will not be reimbursed. Travelers are expected to make reservations as early as possible to take advantage of low fares. The travel agent will not accommodate your preferred choice of airlines if another airline has a lower fare. All reservations must be purchased within 21 days of travel unless approved by CCPH in advance. This will assist in ensuring the lowest possible fare for travel.

If a spouse or guest is traveling with you, that person's ticket also may be arranged through CCPH's official travel agency but the cost must be charged to the traveler's credit card. Any exceptions to this policy must be pre-approved by the CCPH staff person responsible for your travel.

Within reasonable limits, side trips or additional travel may be included in your itinerary and the entire ticket charged to CCPH. In such cases, CCPH will reimburse no more than the lowest fare for a direct round trip available on the date the travel was arranged, and you must reimburse CCPH for the additional amount. You are responsible for paying any fees associated with changed tickets.

If you must cancel your trip, please notify CCPH's official travel agent as soon as possible. If the travel agent is not contacted, CCPH will not be able to receive a refund from the airline and you will be asked to reimburse CCPH for the total cost of the ticket.

***Originals of all receipts and boarding passes/ticket stubs must be mailed to CCPH if you require reimbursement.**

****Copies of itineraries are NOT acceptable in lieu of boarding passes/ticket stubs for reimbursement.**

3. TRAVEL BY AUTOMOBILE

CCPH will reimburse the traveler at the mileage rate of 0.505 cents per mile for the actual number of miles driven. The total amount of the mileage claimed must not exceed the cost of the lowest airfare available at the time the trip was planned. (if the starting point of the trip does not have an airport so that equivalent airfare can be calculated, the nearest airport will be used as the equivalent starting point.)

4. RENTAL CARS

The use of a rental car is not reimbursable unless pre-approved by the CCPH staff person responsible for your travel.

CCPH Travel Policies continued on next page

5. HOTEL

**In some cases, CCPH will direct-bill your hotel room and tax charges. Please follow the directions for reserving a hotel room in the travel logistics email that you receive from the CCPH staff person responsible for your travel.*

Reimbursement for lodging (room and tax only) will be at the single person rate and only for the duration of the meeting. However, if you are able to use a discount airfare by traveling a day earlier or day later than the meeting, and if the airfare savings is equal to or greater than the cost of an additional day's lodging and meals, then reimbursement will be made for additional lodging and meals at the approved rates. When CCPH reserves a block of rooms at a special rate, you will be reimbursed only at the special rate. If higher expenses are claimed, the reimbursement will be adjusted according to the special rate. **Originals of all receipts must be included with your Travel Expense Reimbursement form.**

6. MEALS

**In some cases, CCPH will cater the meeting/event. You can not claim reimbursement for meals personally purchased when CCPH provided a meal.*

Expenses for meals will be reimbursed at the following rates:

- **For travel less than 24 hours:** The total meal cost cannot exceed \$33.00.
- **For travel over 24 hours:** The total meal cost cannot exceed \$50.00 (\$8.00 for breakfast, \$14.00 for lunch, and \$28.00 for dinner).

If purpose of trip is related to government-funded project, then expenses for alcoholic beverages cannot be reimbursed. **Originals of all receipts must be included with your Travel Expense Reimbursement form.**

7. TAXIS, LIMOUSINES, BUSES, BAGGAGE TIPS, AND PARKING

Usual and customary charges for these services will be reimbursed; however, unusual expenses should be explained on the Travel Expense Reimbursement form. **Originals of all receipts must be included with your Travel Expense Reimbursement form.** This reimbursement is not transferable to friends or family who choose to give rides to the traveler. Our policy is to reimburse out-of-pocket expenses for those traveling on CCPH business. We will not pay mileage, tolls or airport parking to friends and family since this is not a direct expense to the traveler. If you are driven to or from the airport in your own car, you may claim that mileage because the reimbursement will be going to you and that is a legitimate expense to you. Similarly, if you must park your own car at the airport while you are on a trip parking costs will be reimbursed.

8. SECURING REIMBURSEMENT FOR YOUR TRAVEL EXPENSES

If CCPH is expected to reimburse your travel expenses, you must adhere to this policy, complete a Travel Expense Reimbursement form, and return it to CCPH within 30 days after completion of travel. **Your expense report cannot be processed unless it is signed by you and all original receipts are attached.** If you have a question, or need additional copies of the Travel Expense Reimbursement form, please call the CCPH staff member responsible for your travel.

Please mail your completed Travel Expense Reimbursement form and all original receipts to the address below, to the attention of Alicia Witten.

Community-Campus Partnerships for Health, c/o MCW, 8701 Watertown Plank Road, Milwaukee, WI 53226

QUESTIONS?? Contact Alicia Witten at 414.456.7404