

Delaware Society of Health-System Pharmacists Travel Policy

POLICY TITLE:	Travel Reimbursement
LAST REVISION DATE:	December 17, 2014
DATE OF ORIGIN:	February 21, 2013

POLICY:

It is the policy of DSHP to reimburse members for reasonable and necessary travel-related expenses incurred in the conduct of DSHP business. This policy guide is being issued in an effort to control costs, provide a greater level of service to those who travel and meet tax and legal requirements for expense reimbursement.

PURPOSE:

It is essential that we obtain maximum effectiveness from our business travel expenditures. Members traveling on DSHP business should neither gain nor lose personal funds as a result of an assignment requiring travel by incurring reasonable and necessary expenses.

SCOPE:

All DSHP members and/or any individual conducting travel for DSHP business pre-approved by the DSHP board.

PROCEDURE:

A. Approval for Travel

1. Members must obtain approval from the DSHP board to travel at DSHP's expense. DSHP may utilize stricter reimbursement practices than this policy sets forth in circumstances where the DSHP budget can not afford to reimburse the member for all incurred expenses. The reimbursement practices outlined in this policy should be considered to be a maximum reimbursement practice. The traveling member will be notified of stricter practices prior to agreeing to travel on behalf of DSHP.

B. Meeting Registration

1. Meeting registration will be reimbursed at the lowest cost for which the member is able to attend.
2. Member must provide copy of meeting registration and proof of payment to secretary/treasurer

C. Flight/Train

1. DSHP board approval is required for the use of air travel/train. If approved
 - a. The most economical fare on all airlines/railways should be taken
 - b. Members are to travel coach class on discounted airlines only
 - c. Baggage Expense:
 - i. Members are responsible for charges imposed by a carrier on personal luggage that exceeds weight or other established limitations unless the DSHP board who authorized the trip approves a particular exception.

ii. DSHP will cover any charges for business materials which a member is specifically authorized to carry as part of his/her personal luggage. Actual reasonable baggage handling charges at transportation terminals and at the place of lodging are reimbursed.

d. A confirmation of the flight/train ticket, i.e., faxed confirmation, online confirmation is the required receipt for reimbursement. The confirmation must include the name of person purchasing the ticket, along with the e-ticket itinerary for air/train travel reimbursement.

D. Hotel

1. Lodging selection must be pre-approved by the DSHP board or a representative (secretary/treasurer) if lodging will be covered by DSHP. If lodging will be covered the following requirements must be followed:

- a. Members may reserve lodging to include the night prior to the required date they must be present for an event and for one night after the event concludes to allow for adequate time to arrive at event
- b. Use of an ASHP recommended hotel, when available, should be utilized by the DSHP member
- c. Expenses of a personal nature will not be reimbursed. Examples include: in-room movie rentals, fitness facility charge, etc.

E. Personal Automobile Use and Travel to/from terminals must be pre-approved and the following guidelines imply the maximum reimbursement DSHP will allow if funding is pre-approved.

1. Parking fees will be reimbursed. Airport parking should be in reduced-rate lots for parking of 1 to 5 days duration. For longer trips, the alternative, least expensive available means of travel to and from the airport should be utilized.
2. Members are reimbursed at the rate of \$.45 per mile which includes:
 - a. Travel to and from terminal
 - b. Travel to and from local meeting site
3. The use of taxi service is permitted only when less costly transportation (airport bus or limousine or personal automobile) is not available. Receipts must be obtained/retained for reimbursement. Many hotels have courtesy cars/limos that will pick up from and return to the airport at no charge. This service is to be utilized when available.

F. Rental vehicle policy

1. Members are not permitted to arrange for automobile rentals without DSHP board permission. The member must provide proof from the facility to be visited that the lack of public transportation or accommodations near the facility requires the use of an automobile.

G. Non-Reimbursable Travel Expenses

1. DSHP members will not be reimbursed for expenses of a personal nature incurred on DSHP related business. Examples of non-reimbursable personal expenses are as follows:
 - a. **Food and beverage expenses**
 - b. Haircuts, laundry, shaves, alcoholic beverages, shoe shines, etc.

H. Expense Reporting and Supporting Documentation

1. Where receipts are normally obtainable, the member must provide the **original receipt** to the secretary/treasurer in support of amounts claimed. If original receipts are lost, members must try within reason to obtain duplicates.

APPROVAL AND REIMBURSEMENT:

All travel reimbursements must be processed by the DSHP secretary/treasurer to ensure compliance with the DSHP travel guidelines.

Amounts due DSHP members will be reimbursed by DSHP check in a timely fashion via the secretary/treasurer, provided the member has provided all required supporting documentation and gained pre-approval for expenses.