



ABHES Travel Reimbursement Policy

Any ABHES commissioner, officer, employee, or committee member shall be reimbursed for any reasonable, proper, and necessary travel expenses incurred in connection with his or her performance of the Commission's duties as delegated and as part of ABHES' operation and services. Requests for reimbursement must be submitted timely, with supporting receipts, and in accordance with the requirements stated within this Policy. As a reminder, ABHES operates as a non-profit organization and commissioners, officers, employees, and committee members are expected to minimize travel costs as much as possible within reason.

1. Travel

Air Travel: ABHES will reimburse for air travel as required. Air travel reservations should be made at least three weeks in advance of the departure date for more advantageous fares. Travelers are to use the most economical means of air travel. ABHES will only reimburse for economy class flights. Seat upgrades will not be reimbursed. ABHES will also only reimburse for one piece of checked luggage; excess or overweight luggage fees are not reimbursable. Economy parking at airports will also be reimbursed. Airfare exceeding \$700, must be approved prior to purchase and evidence of such approval must be included when seeking reimbursement. Failure to obtain the necessary approval will result in only partial reimbursement.

A traveler may use surface transportation (rail, bus, etc.) when appropriate; however, the expense must be comparable to an economy class flight and pre-approved in advance.

Use of a personal vehicle: A traveler will be reimbursed at the rate used by the federal government (IRS). To receive reimbursement, the traveler must use the automated map feature in Certify, which includes the number of miles traveled and the departure and arrival location for each trip. Fuel costs will not be reimbursed as it is included in the federal government reimbursement rate.

Automobile Rental: Automobiles may be rented, and the expenses reimbursed, only if prior approval is obtained by the designated ABHES staff member coordinating the event. If a traveler is requested to rent a car to assist with transporting the team, for example, the charge for a rental car that fits the team and their luggage will be reimbursed.

Rental Car Insurance: All insurance coverage offered by the rental agency should be declined. The Company has primary Hired and Non-Owned Auto coverage as part of its overall corporate package. If you get into an accident while renting a car on ABHES business, please call the Claims phone number at 866-455-9969 and reference ABHES policy # S 2275113.

Prepaid Fuel Option: All prepaid fuel options must be declined and will not be reimbursed.

Other ground transportation. When other forms of ground transportation (including transportation to and from the airport) are used, receipts must be submitted for reimbursement.

2. Lodging

Hotel accommodations required for business meetings, school visits, and other ABHES events are to be charged on traveler's personal credit card and then submitted for reimbursement. Designated ABHES staff are responsible for securing hotel accommodations at a rate of \$250 per night or less (excluding taxes and fees). Award points earned by the traveler while on ABHES business is the property of the traveler. ABHES will not reimburse for the value of any award points used to cover lodging.

3. Meals

While meals are eligible for reimbursement, ABHES staff and volunteers are expected to exercise prudence and ensure that expenses remain within reasonable limits. Excessive or lavish meal expenses may be subject to review and adjustment. All expenses, including meals, must be supported by original, **itemized receipts**. Receipts must clearly show the date, vendor, items purchased, and the total amount. **Credit card statements alone are not sufficient.** Failure to submit itemized receipts may hinder full reimbursement of the noted expense.

Any expenses related to the purchase of alcoholic drinks will not be reimbursed under any circumstances. ABHES will also not reimburse taxes or tips associated with the purchase of alcoholic beverages.

Meal costs (including tax and tip) during days of travel should not exceed \$75 per day. For example, if traveling on a Monday for a business event occurring on Tuesday and Wednesday, total meal costs on that Monday and Wednesday should not exceed \$75 on each of those days).

4. Tipping Guide

An itemized account of tips must be submitted with the traveler's expense reimbursement on Certify. ABHES will only reimburse reasonable tipping described below. Tipping is optional and if it is determined that such tipping is warranted, travelers should consider the following guidelines:

- **Courtesy Shuttle Drivers:** \$1-2 per bag.
- **Hotel Bell Staff:** When a bellhop greets you at your car with a rolling cart and handles your bags, \$5 is the maximum.
- **Hotel Doorman:** \$1 if they hail you a cab. If they also carry your bags, \$1-\$2 per bag.
- **Hotel Maids:** Up to \$3 for each day of stay.
- **Valet Parking:** \$3-\$5 at pickup.
- **Rideshare Apps (Uber, Lyft, etc.)** Up to 20%. Tips must be paid directly through the app; cash tips for rideshares outside of the app are not reimbursable.
- **Taxi:** Up to 20%.

- **Rideshare Food Delivery:** Up to 15% per delivery, paid directly through the app used to order meals; cash tips for food delivery outside the app are not reimbursable.
- **Complimentary Meals:** Up to 20% of published (menu) meal costs included within the hotel rate (i.e. complimentary breakfast).

5. Non-Reimbursable Expenses

Alcoholic Beverages: To maintain transparency and adherence to responsible spending, this policy explicitly prohibits reimbursement for alcoholic beverages and any associated tax and tip expenses. Violation of this travel expense reimbursement policy, including the submission of expenses related to alcoholic beverages, tax, and tip, may result in the denial of reimbursement for those expenses.

Spouse/travel companion: ABHES does not pay for the travel, including meal expenses, of a spouse, partner, child or any other non-ABHES business travel companion. When dining with a companion, request a separate check or the itemized receipt should be adjusted to remove any additional incurred meal and tip expenses.

Personal Travel: Personal travel expenses are not reimbursable. A traveler may incorporate personal travel with a business trip only if they can document that the business expenses are not increased due to combining personal travel. In such instances, such as airfare for an augmented flight schedule, a documented comparison of the roundtrip fare and the altered fare must be uploaded as additional supporting documentation.

6. Expense Reimbursement Timelines

Reimbursement submissions must be submitted using Certify. Reference the [ABHES Certify User Guide](#) for detailed instructions on how to seek reimbursement.

All requests for reimbursement for ABHES travel are to be submitted within 15 days and no later than 30 days upon conclusion of the event. Any submission received after 30 days shall require approval by the Executive Director. Requests for an extension beyond the 30-day deadline must identify mitigating circumstances for consideration and may not be reimbursed.

ABHES strives to issue reimbursement payments within 10 business days upon receipt of error-free expense report submissions. If an expense report is submitted on a Monday and **contains no errors**, it will be processed for payment in Certify where payment will be received in the traveler's account by the following Friday through Bill.com. The ABHES Accounting Team will request clarification through the Certify platform. Expense reports submitted with notable errors or out of compliance with the policies stated within this document will be rejected and the user will be requested to resubmit, which may extend or delay normal processing times.

All expenses must be properly substantiated with corresponding receipts and other supporting documentation as applicable. All required fields on the Certify platform must be completed with accurate and detailed information, including the names of any team members related to an expense. In the event a receipt has been destroyed or lost, the traveler must make a concerted effort to obtain an original receipt from the vendor. If unsuccessful, travelers must provide a written statement to that effect as well as an explanation for the expenditure. Carbon copies of check payments are not sufficient substitutes for a receipt. Prior approval from ABHES staff for expenses beyond specified limits (e.g., flight

over price limit or extra hotel stay) must be included when uploading receipts with expense reports and justified with explanation to be noted in the “Reason” section in Certify. Reimbursements will be adjusted in instances where the traveler does not upload proper support documentation or evidence of prior approval.

To avoid processing delays, review and reference the one-page [Expense Report Checklist](#), before you travel and when uploading your expense reimbursement submission into Certify.