

 <p>Mercy MEDICAL CENTER DES MOINES <small>A member of Mercy Health Network</small></p>	GME Department Policy		Page 1 of 2	
	Travel Expenses		Effective Date:	Jan. 2016
			Reviewed:	

Policy

It is the policy of Medical Education & Research to follow the Catholic Health initiatives (CHI) Corporate policy on Travel & Entertainment Expenses. In addition, the following are department specific guidelines on travel expenses and refers to all employees of the department.

Procedure

1. Each employee incurring expenses must make every effort to submit expenses for reimbursement no later than 30 days from the completion of a trip or expenditure. Failure to submit expenses within 120 days could result in the expense not be reimbursed or the expense being considered taxable income to the employee.
2. The employee must provide detailed receipt documentation according to the CHI policy. Required itemized receipts include an entire airline itinerary, hotel portfolio and receipts for any other expenses over \$25. Receipts for expenses costing less than \$25 will be accepted but are not required. The date that an expense was incurred should also clearly appear on the receipt.
3. If the CHI preferred travel agency is not used to make arrangements, an explanation must be made on the expense report.
4. Mileage in lieu of air travel may be used when it is determined to be a less expensive mode of transportation or when it would be more appropriate for the business circumstance. If travel arrangements have been made for a group to travel together and an individual decides to drive separately, this mileage will be at the employee's expense.

Hotel/Lodging

1. Minimal internet access charges will be reimbursed.
2. Personal services available at some hotels (e.g., movie rentals, fitness center, spa, dry cleaning/laundry, concierge, etc.) shall be the financial responsibility of the traveler. It is preferred that personal charges are separated on the lodging bill and personally paid to the hotel by the employee.
3. Social expenses, entertainment and refreshments (including in-room bar cabinets) are the responsibility of the employee.

Car Rentals

1. Car rentals will not be a reimbursable expense for conferences. The employee is expected to use the shuttles and taxis available at all airports for travel to the conference hotel.

Meals While Traveling

1. Meals will be reimbursed at actual expense incurred while an employee is traveling. If meals and beverages are provided during a conference, no additional reimbursement for meals will apply unless for extenuating circumstances.
2. Meal costs should be conservative for the area in which the employee is traveling, in keeping with good stewardship. There is a daily stipend of \$75.00. Anything above and beyond this amount will be the resident's responsibility.
3. Incidental purchases outside of a meal expense, such as snacks, coffee, candy, water, magazines, etc., are the responsibility of the employee and not eligible for reimbursement.

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- Expenses for alcoholic beverages are not reimbursable.

Spouse and Family Travel

- CHI and Mercy are not responsible for any spouse/family travel costs.

Personal Side Trips or Other Expenses

- An employee may attach personal travel to, or incur other personal transactions during, an authorized business trip. However, the employee shall be responsible for any personal expenses incurred.

Miscellaneous Fees

- Fees/charges associated with personal situations such as traffic infractions, bank fees, airport security programs, parking tickets, late fees, etc., are not reimbursable items.

Poster Presentations/Presentations

- The residency program will pay all allowable fees for a resident to present a poster or present at a national conference one (1) time only per poster or topic.

Signature

Title