

Families USA Travel Reimbursement Policy for the 2015 Spring Meeting for Demonstration Ombudsman Programs

The purpose of this policy is to establish guidelines that describe the expenditures that are reimbursable and provide guidance on appropriate travel procedures.

Representatives to the meeting will be reimbursed for reasonable out-of-pocket expenses, incurred while traveling to and from the Centers for Medicare and Medicaid Services (CMS) **Demonstration Ombudsman Program Learning Collaborative Meeting**, March 26-27, 2015.

Procedure

In an effort to control travel expenses, the following procedures should be followed when completing and submitting a reimbursement invoice:

- Check for accuracy of bills and receipts
- Provide original, legible receipts for all expenses to be reimbursed
- If tips are reimbursable, note the tip on the receipt
- Provide a Travel Reimbursement Form (attached)
- Claim reimbursement only for necessary and reasonable expenses
- Incur no financial loss or gain through travel
- Submit **(via email only)** all documents within **30 days** of the event to:
Email: accountspayable@familiesusa.org and jbeeson@familiesusa.org

Air Travel

- All air travel must be booked at the lowest available fair for direct travel to and from the destination
- Air travel must be booked at least 14 days prior to the event
- Only economy/coach class fares will be reimbursed
- Flight change fees will not be reimbursed

Automobile – Personal

Individuals will be reimbursed for the use of their personal automobile when these policies are followed:

- The cost of traveling by car does not exceed the cost of air travel
- Personal mileage reimbursement rate is calculated using the most current mileage reimbursement rate permitted by the IRS
- Mileage must be calculated from the home residence or place of employment to the meeting via the most direct route

Automobile – Rental

Individuals will be reimbursed for car rental when these policies are followed:

- A rental car is the most economical mode of transportation
- The rental car is mid-sized or smaller
- Adequate full coverage insurance must be obtained by individuals renting the car

Ground Transportation

Individuals will be reimbursed for reasonable ground transportation to and from airports, train stations, or bus depots when these policies are followed:

- Individuals must choose the mode of ground transportation that is the most efficient and cost-effective for their particular situation

- No usage of limousines or hired cars/drivers will be reimbursed

Hotel Accommodations

Individuals will be reimbursed for hotel accommodations when these policies are followed:

- The maximum allowed hotel expense is \$250.00 per night, unless no hotels in this price range are available. You must submit an exception request to Families USA for prior approval.
- The hotel receipt must be itemized, include all room costs and taxes with charges for in-room meals, phone charges, etc., clearly identified
- Parking charges will be reimbursed when validations for parking are obtained

Meals

Individuals will be reimbursed for meals when these policies are followed:

- Reimbursement for meals that were provided during the grantee meeting will not be considered
- The total reimbursement limit per day is \$55
- Alcoholic beverages will not be reimbursed

Parking

- Individuals will be reimbursed for parking at the airport when these policies are followed:
Long term parking lots should be used whenever practical
- Valet parking will only be reimbursed if it is the only option
- Validations for parking must be obtained when available

Any exception to the policies above must be requested and approved in writing in advance of incurring the expenses. Any such request must include the reason for the request and Families USA reserves the right to decline such requests.