

THE MOUNT SINAI HOSPITAL, NEW YORK STANDARD: POLICY AND PROCEDURE	SUBJECT NO. FI- 2.00
DEPARTMENT: Accounts Payable	
SUBJECT: Travel	

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The purpose of this document is to set forth the guidelines for approving and reimbursing employee travel necessitated by institutional responsibilities. These guidelines apply to all travel funded by the Hospital.

A. LOCAL/REGIONAL TRAVEL VS. INTERCITY TRAVEL

All travel falls into one of the following two categories:

1. Local/Regional Travel; generally non-overnight travel within a 75-mile radius of Manhattan. *This travel does not require the use of Travel Requests and Travel Vouchers.*
2. Intercity Travel; all travel not classified as local/regional. Intercity travel is further classified as either Domestic or Foreign.

Domestic Travel: travel within and between any of the fifty states of the U.S., its possessions and territories, and Canada. U.S. possessions and territories include: Commonwealth of Puerto Rico, Guam, Virgin Islands (St. John, St. Croix, and St. Thomas), American Samoa, Wake Island, Wilkes, Peale, Midway Island (Sand, Eastern), Johnson Atoll, Kingman Reef, Caroline Islands, Marshall Islands and Mariana Islands.

Foreign Travel: travel to a destination not considered domestic travel.

B. TRAVEL REQUESTS & VOUCHERS

An employee must obtain authorization for intercity travel on a Travel Request prior to traveling. To obtain reimbursement and reconcile advanced

funds, the employee must complete a Travel Voucher and Itemization of Travel Expenses immediately after returning from the trip. Travel request documents are not required for local/regional travel.

c. GUIDELINES/LIMITATIONS ON REIMBURSABLE EXPENSES

1. Standard Criteria for Planning Travel Arrangements and Requesting Expense Reimbursement

The Hospital reimburses its personnel for reasonable and proper expenses incurred while traveling on institutional business. By using the following guidelines to plan travel, the appropriateness of reimbursement requests will be assured.

- **Booking Arrangements.** Air, rail, bus, hotel and car rental arrangements may be made through the Medical Center's approved travel agency (AXIOM) or by the employee. (AXIOM charges a transaction fee.) Tickets purchased through the approved travel agency are billed directly to the funding source.
- **Conference Site.** For conferences offered at more than one location, the closest (or lowest cost) location should be selected. Selections otherwise must be approved by the Administrator of the funding department. Official function and seminar/conference fees are reimbursable.
- **Airline Travel.** Purchase economy or coach class airline tickets. To the extent possible, purchase tickets in advance to obtain the best rates. First-class travel is not reimbursed.
- **Private Automobile Usage.** The 2018 reimbursement rate for using personal vehicles is \$.545 per mile. Gasoline costs and expenses associated with ownership are included in this rate. Traffic violations are not reimbursable but tolls and parking fees are.
- **Automobile Rentals.** Generally, compact cars should be requested, except when three or more employees will be traveling together. Employees should accept collision insurance unless the credit card used offers this coverage as a benefit. Mount Sinai's corporate discount should always be requested.
- **Other Forms of Transportation.** Travel expenses within cities or to transportation terminals are reimbursable (i.e., taxi, shuttle and bus fares) and minimum first-class accommodations (excludes air travel) may be used.

- **Hotel Accommodations.** Hotel accommodations will be paid only when overnight stay is necessary. Book first class, but not luxury, hotels. Reimbursement will be made on the basis of reasonable costs incurred. Corporate discount rates should be obtained whenever possible.
- **Meals and Other Incidental Expenses.** Reimbursement is based on employee's expenses limited to \$70.00 per day. For international travel, the domestic rate is adjusted for the prevailing exchange rate. Expenditures for meals and hotel expenses for persons other than the employee are non-reimbursable.

2. Non-Reimbursable Expenses

The following expenses are non-reimbursable:

- First or business class air travel and related seat upgrades
- Costs incurred for failure to cancel a trip or hotel reservation
- Lost or stolen tickets, cash or personal property. If you lose a ticket, contact the travel agency or airline immediately.
- Expenses not directly related to the purpose of the trip (i.e., video rentals, internet, telephone, laundry during short stays).
- Travel insurance in excess of that provided by the Medical Center
- Any type of alcoholic beverage or entertainment.

3. Cancellations

If any trip for which funds are advanced is cancelled, the advance funds must be returned to the issuing authority by check or cashier's receipt as soon as the cancellation is known to the traveler.

4. Appropriate Documentation

All reimbursement vouchers must be accompanied by **original** and appropriate documentation.

Department Administration **must** collect the original receipts, organize them neatly and download into Sinai Central. The following information must be clear and easily readable in the documentation:

General:

- Proof of payment if paid by credit/debit card
- Date of Expenditure
- Amount (converted to US dollars at the current exchange rate, as necessary)
- Vendor Name/Service Provider
- Description of item paid

Transportation: Airplane ticket stubs (original passenger coupons), automobile parking and toll receipts, bus/train ticket stubs, carfare receipts. If E-ticket is obtained, the employee should submit a printout of the E-ticket containing the ticket price and both boarding passes, not an itinerary. If the boarding passes are not provided, the employee must provide proof of payment (e.g., credit card statement, etc.) and some other proof that the travel was made.

Hotel: Itemized hotel bill

Meals and Other Incidental Expenses: Reimbursement is based on the employees' travel expenses, limited to \$70.00 per day. The employee is not required to submit the receipts but expected to retain them. For international travel, the domestic rate is adjusted for prevailing exchange rate.

Mileage: Current reimbursement rate is \$.545 per mile. Mileage for use of personal vehicle should be recorded on the appropriate expense form and/or on a piece of paper attached to the form(s).

Other: Official function and registration fee receipts, cancelled checks.

5. What To Do When an Expense Receipt Is Missing

- **For intercity travel,** the employee must list all expenses on the travel voucher immediately after returning from the approved trip. Expenses without documentation/receipts should be listed on the "Comments"

section of the form and where and why expenses incurred must be explained. If the item is \$25 or greater, the reason documentation is missing must also be provided.

- **For local/regional travel**, the traveler must itemize and explain each undocumented expense on a Petty Cash Voucher or, if the total expenses exceed \$200, on a Check Request. The explanation must include when, where and why the expense was incurred. If the item is \$25 or more, the reason documentation is missing must also be explained.

6. Foreign Travel – Seminars and Conventions

Employees who travel abroad for seminars and conventions **must** attach a meeting agenda issued by the host organization that identifies the topics addressed, the days and times of the meetings. Failure to attach said agenda may result in reimbursement disallowance.

7. Frequent Traveler Programs and Promotional Materials

You are permitted to retain frequent flyer miles or promotional materials received in connection with official travel, as long as they were obtained under the same conditions as those offered to the general public and at no additional cost to the Institution. The miles may be applied toward future official business trips, for upgrades at no additional cost to the Institution or for personal use.

Airline Frequent Flyer Program

Mount Sinai will not reimburse employees for tickets purchased with frequent flyer miles. Providing monetary compensation to an employee in exchange for a free ticket is considered additional income. Frequent flyer memberships should not influence employees to select a flight that is not the lowest priced flight available.

D. TRAVEL ADVANCES AND PREPAYMENTS

Advance payments must be requested for conference/seminar fees, hotel accommodations, etc. to the extent possible. By making use of prepayments and the institution's approved travel agency, the need for cash, and therefore an advance, is significantly reduced. Individuals eligible for advances are not required to use personal credit cards but the need for cash could be further reduced by using them to pay for meals. Timely submission of the Travel

Voucher will ensure reimbursement for any such credit card charges **before** the bill becomes due.

Enforcement Policy on Travel Advances. The Treasury Department views cash advances as taxable income unless there is documentation on file proving that the cash payment was reimbursement for business-related expenses.

Therefore, until an individual submits a Travel Voucher with appropriate documentation, we have no such proof and must report that advance to the IRS as taxable income. Cash advances outstanding more than 90 days will be subject to this action.

E. TRAVEL INSURANCE

Free accidental death and dismemberment travel insurance is automatically provided to employees traveling on institutional business. To qualify, employees must work at least 17.5 hours per week. Coverage applies to intercity travel* anywhere in the world and begins when the traveler leaves his/her home or place of business. In the event proceeds are distributed to a beneficiary and a beneficiary is not designated on the Travel Request form, they will be paid to the individual named as beneficiary on the employee's file card in the Benefits office.

*Intercity travel, for insurance purposes, is travel outside the New York Metropolitan area.

F. TRAVEL RESTRICTIONS AND APPROVAL PROTOCOLS

Unless special approval is obtained from the Hospital Director, arrangements and expenses must be within the guidelines outlined in this policy. Reimbursement of travel expenses will be made only if travel is authorized according to the procedures set forth in this policy.

It is the responsibility of departmental administrators approving travel, advance and reimbursement requests to assure the appropriateness and reasonableness of those requests and compliance with the institutional and contractual policies.

Departmental administrators must apply the following restrictions to staff travel requests:

1. Hospital-Funded Travel.

a. Non-Bargaining Unit

i. Paper Presentations

- Vice-President (V.P.) approval through Sinai Central is required for all paper presentations prior to submitting those papers for presentation. Exceptions to the next two restrictions must be specifically approved by the V.P.
- There is a limit of one paper presentation per employee per year.
- Presentations are limited to one author.
- Any honoraria received for speaking engagements funded by the Hospital must be turned over to the Hospital

ii. Annual Meetings of Professional Association/Societies.

- Hospital funding for travel to annual meetings of professional associations/societies is limited to trips made at the institution's request and approval, through Sinai Central, is required from the V.P. The value of each trip is to be ascertained relative to the employee's direct Hospital responsibilities.
- Attendance by more than one employee at the same conference must be approved in advance by the V.P. In order for an appropriate evaluation to be made regarding the need for multiple attendees, the number of employees requesting funding for the same meeting must be clearly identified at the time each individual Travel Request is submitted.

iii. Other Meetings/Events

- Hospital funding of attendance at other events is limited to trips made at the institution's request, with V.P. approval, through Sinai Central. Trips falling into this category include, but are not limited to, those related to training, systems, regulation and legislation, and major capital purchases.

b. Bargaining Unit Travel

- Contractual funding requirements will be adhered to for bargaining unit employees who have travel provisions in their contracts (NYSNA, MSPA, APTA)
- It is the responsibility of the V.P. to monitor and approve such travel and to assure that it falls within the guidelines and requirements of the contract.
- Contractual guidelines supersede other defined criteria. However, in those areas where guidelines are absent, criteria for non-bargaining unit employees apply.

2. Minimum Approval for Hospital Funding Sources.

Intercity Travel Requests require the minimum approvals indicated on in the box on the following page. Travel Vouchers need only be approved by the first level administrator who signed the original Travel Request. Travel Vouchers for the Corporate Senior Vice-Presidents and the Hospital Director must be reviewed by the V.P. of Internal Audit before being sent to the President for Approval.

“Retroactive” requisitions, for either Domestic or Foreign travel are not allowed and cannot be processed. Employees will NOT be reimbursed without an approved travel requisition.

Approval for Senior Hospital Leaders	
<i><u>Employee</u></i>	<i><u>Approver</u></i>
Chief Executive Officer	Chief Risk Officer
President of the Hospital	CEO or designee
Executive Vice-President (EVP)	President of the Hospital
Senior Vice-Presidents (SVP)	Appropriate EVP
Vice-Presidents	Appropriate SVP or EVP

G. ADDITIONAL INFORMATION

If additional information is required, contact Accounts Payable.