



## CHCF Travel and Expense Policy for Grantees, Contractors, and Consultants

The California HealthCare Foundation (CHCF) reimburses grantees, contractors, and consultants ("travelers") for reasonable out-of-pocket expenses incurred while conducting work on behalf of the foundation. All expense reimbursements are subject to CHCF approval.

This policy is intended to be comprehensive; however, it is impossible to anticipate every situation encountered. We expect travelers to apply this policy on a conservative basis that is consistent with normal living standards and, when the policy is not explicit, to exercise good judgment.

Travelers may request prior approval for reimbursement of any expenses if it is unclear how these guidelines would be applied.

To help control travel costs, travelers should always:

- Spend funds carefully and judiciously, exercising good judgment.
- Check the accuracy of bills and other documentation.

To receive reimbursement directly from CHCF, grantees should:

- Report all expenses promptly (within 30 days) and accurately.
- Provide original receipts (or copies, if originals are unavailable) and attach them to an expense report (the template may be downloaded from [www.chcf.org/grants/grantee-resources](http://www.chcf.org/grants/grantee-resources)). CHCF's accounting department will return any expense report that is incomplete, does not have the required documentation, is not properly approved, and/or has any unexplained discrepancies.
- Request reimbursement only for necessary and reasonable expenses, such that travelers do not incur a financial loss or gain.

CHCF will reimburse expenses only for CHCF-approved travelers and not for non-approved traveling companions. In these cases, the approved traveler must adjust the expenses accordingly.

### Air Travel

- Travelers should book the lowest available coach-class fare for direct travel to and from the work-related destination.
- Travelers should not use their frequent flyer miles. CHCF cannot reimburse travelers for estimated or actual value of the miles.

- CHCF will reimburse travelers for checked baggage fees and advance seat assignment fees, but not for premium/upgraded seat assignment fees.
- CHCF will not reimburse travelers for trips outside the United States.

### **Automobile Rentals**

- CHCF will reimburse travelers for the cost to rent an economy or mid-sized vehicle.
- CHCF is not responsible for any damage, injury, or liability claims arising from automobile rentals. Travelers should have adequate insurance provided by a personal credit card, by electing insurance coverage in the rental contract, or by some other means.

### **Personal Automobiles**

- CHCF will reimburse travelers at the IRS-approved rate for automobile expenses. Travelers should enter the number of miles traveled on the expense report and provide documentation to verify the number of miles traveled. An example of documentation is a printout from an online mapping tool such as Mapquest.
- The cost of using a personal automobile on a business trip should not exceed the cost of air travel.
- CHCF will reimburse travelers for personal mileage to and from the airport, related parking fees, and tolls. CHCF will not reimburse travelers for traffic tickets.

### **Airport Shuttles, Taxis, and Limousines**

- CHCF will reimburse travelers for the cost of transportation to and from airports and any other public transportation costs incurred during the course of business. Travelers should choose the most efficient and cost-effective mode of transportation for the situation.
- CHCF will not reimburse the cost of luxury car services.

### **Lodging**

- CHCF will reimburse travelers for single rooms with private baths in business-class hotels and motels. CHCF will not reimburse the cost of multiroom suites or luxury accommodations, unless there is a specific business reason for doing so (such as when the engagement is held at a luxury hotel).

### **Meals**

- CHCF will reimburse travelers for reasonable meal expenses. Travelers should select reasonably priced restaurants consistent with the normal living standards for the location.
- Travelers should follow the IRS requirements for documentation of meal expenses and, if requesting direct reimbursement from CHCF, include the following information in the expense report:
  - The names and titles of all individuals involved in the meeting.
  - The date of the meal, the name and location of the restaurant, and an itemized restaurant receipt — a credit card receipt showing only the total expense is unacceptable.
  - The business reason or expected benefit from the meeting.
- CHCF encourages travelers to take advantage of food provided at events.