

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

### Who CHCF Reimburses

The California Health Care Foundation (CHCF) reimburses grantees, meeting attendees, contractors, and consultants (“travelers”) for reasonable out-of-pocket expenses incurred while participating in CHCF-sponsored activities or conducting work on behalf of CHCF. CHCF does not reimburse expenses for nonapproved traveling companions; an approved traveler may request reimbursement for only their share of expenses.

All reimbursements are subject to CHCF approval and should be based on a CHCF contract or invitation.

### General Guidelines

This policy is intended to be comprehensive; however, it is impossible to anticipate every situation that could be encountered. Travelers should apply this policy on a conservative basis and, when the policy is not explicit, ask for guidance. Travelers should request prior approval for reimbursement of any expenses not specified in these guidelines.

Travelers are expected to check the accuracy of bills and other documentation, disputing charges as necessary, and request reimbursement only for necessary and reasonable expenses. Travelers should not incur a financial loss or gain as a result of CHCF-associated activities.

To receive reimbursement, travelers must submit the following no more than 30 days after the CHCF-associated activity:

- **Expense report:** A complete, accurate, and signed expense report reflecting all reimbursable costs. A generic expense report template may be downloaded from [www.chcf.org/grants/grantee-resources](http://www.chcf.org/grants/grantee-resources). However, if a specific form is provided by CHCF for your event or activity, please use it.
- **Supporting documentation**, including:
  - **All receipts:** Original receipts from the source, or copies if originals are not available, that show both the expense details and the method of payment (e.g., Visa xxx1234). Credit card statements or receipts lacking details are not sufficient documentation. Note that airline and hotel reservation *confirmations* often do not have all the necessary details.
  - **Business purpose support:** A copy of the meeting agenda or event documentation, if applicable.

**CHCF reserves the right to refuse reimbursement requests that are incomplete or submitted more than 30 days after the CHCF-associated activity. Reimbursement may be delayed if documentation is not clear and complete.**

### Air Travel

- **What is reimbursable:** The lowest cost available coach-class fare for direct travel to and from the CHCF-related destination as well as checked baggage and advance seat assignment fees.
- **Documentation required:** A receipt showing all of the following: traveler’s name, travel dates, origination, destination, type of ticket, cost of ticket, and proof/method of payment.
- **Cautions:** CHCF will not reimburse the following:
  - First-class travel, business-class travel, or travel outside the United States.
  - Use of frequent flier miles (estimated or actual value).
  - Extras such as premium or upgraded seat assignments, flight insurance, and Internet access.

### **Automobile Rental**

- What is reimbursable: An economy or mid-sized vehicle rental for the necessary days including rental car insurance when needed.
- Documentation required: A receipt showing the renter's name, type of rental, rental period, and proof/method of payment.
- Caution: CHCF is not responsible for any damage, injury, or liability claims arising from automobile rentals. Travelers must have adequate insurance provided by their personal automobile insurance, by electing insurance coverage in the rental contract, or from some other source.

### **Personal Automobile Use**

- What is reimbursable: Miles driven using the current IRS-approved rate for mileage, including mileage to and from the airport, as well as necessary parking fees and toll charges.
- Documentation required: The number of miles must be reported on the expense report, and substantiation for the mileage must be attached (for example, from an online mapping tool).
- Cautions:
  - The cost of using a personal automobile should not exceed the cost of air travel.
  - CHCF will not reimburse travelers for traffic fines or parking tickets.

### **Airport Shuttle, Taxi, Car Service, Bus, Metro, etc.**

- What is reimbursable: The cost of the most efficient and cost-effective mode of transportation for necessary local travel, such as to and from airports or near the event or activity.
- Documentation required: Receipt for the expense.
- Caution: CHCF will not reimburse the cost of luxury car services.

### **Hotel/Lodging**

- What is reimbursable: Single rooms with private baths in business-class hotels or motels as well as reasonable tips for services and Internet access.
- Documentation required: A receipt showing the traveler's name, date(s) of stay, detail of charges, and proof/method of payment.
- Cautions: CHCF will not reimburse the following:
  - Multi-room suites or luxury accommodations unless there is a specific business need (such as an activity is held at a luxury hotel).
  - Incidentals such as laundry, movies, and optional gym and spa access fees.

### **Meals**

- What is reimbursable: Reasonable meal expenses necessary for CHCF-associated travel.
- Documentation required: In accordance with IRS requirements, the following must be included in or with the expense report:
  - Name(s), title(s), and organizational/company affiliation of all individuals dining.
  - Date of the meal, and the name and location of the restaurant.
  - Itemized meal receipt (a credit card receipt showing only a total charge is not sufficient).
- Caution: Meals purchased in lieu of meals provided at a sponsored event will not be reimbursed.