

## SDSHP Travel and Expense Reimbursement Policy

### Purpose

The Board of Directors of the South Dakota Society of Health-System Pharmacists (SDSHP) recognizes that board members, volunteers, and employees (“Personnel”) of SDSHP may be required to travel or incur other expenses from time to time to conduct business and to further the mission of this organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of SDSHP to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, SDSHP expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend SDSHP’s money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

### Reimbursement Request

A written request and appropriate documentation shall be submitted to the SDSHP Support Specialist by the individual requesting reimbursement before any reimbursement payments will be made. The request shall be submitted within 30 days of the transaction(s) or completion of travel.

### Receipts

Receipts (if possible) are required for all expenditures. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the reimbursement request written receipts from each vendor showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

### General Travel Requirements

**A. Advance Approval:** All travel and expenses must be approved in advance by the SDSHP Board of Directors prior to making travel arrangements. Once travel is approved, individuals will be responsible for making their own travel arrangements. Expenses up to \$2,500 will be reimbursed unless prior arrangements have been made and approved through the SDSHP Board of Directors.

**B. Necessity of Travel:** In determining the reasonableness and necessity of travel expenses, Personnel and the Board of Directors shall consider the ways in which SDSHP will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to SDSHP outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

**C. Personal and Spousal Travel Expenses:** With advance approval from the Board of Directors, individuals traveling on behalf of SDSHP may incorporate personal travel or business with their organization-related trips; however, Personnel shall not arrange travel at a time that is less advantageous to SDSHP or involving greater expenses to SDSHP in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by SDSHP. Expenses associated with travel of an individual’s spouse, family or friends will not be reimbursed by SDSHP.

**Lodging**

Personnel traveling on behalf of SDSHP may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the “event” is located, and proximity to other venues on the individual’s itinerary shall be considered in determining reasonableness. Personnel shall make use of available “event” rates and discount rates for hotels. “Deluxe” or “Luxury” hotel rates will not be reimbursed as a necessary expense unless that is the only option. If more than one individual is traveling together and are of the same gender, they are encouraged to share hotel rooms to lessen the expense.

**Out-Of-Town Meals**

Personnel traveling on behalf of SDSHP are reimbursed on a per meal basis when the Personnel actually incur the cost of a meal. The chart below breaks out the allowed breakfast, lunch, dinner and incidental expense amounts for each daily allowable total. To find the allowable total for the location you will be traveling, please visit [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) and enter the city and state. Itemized receipts are required to be submitted with the reimbursement request form. Meals paid for or provided by others may not be claimed as a reimbursable meal (e.g. meals included in the event registration fee, etc.). SDSHP will not reimburse Personnel for alcoholic beverages, and any alcohol on the itemized receipt will be deducted from the reimbursement total if necessary.

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

\*Rates and breakouts may change, and SDSHP will follow any updates pushed out by the U.S. GSA.

## **Ground Transportation**

Personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

*Courtesy Cars.* Many hotels have courtesy cars, which will take you to and from the airport at no charge. Personnel should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.

*Taxis.* When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

## **Personal Cars**

Personnel are compensated for use of their personal cars when used for organization business. SDSHP Personnel, at the approval of the Board of Directors, will be reimbursed for mileage to and from home base to SDSHP events. When individuals use their personal car for such travel, mileage will be allowed at the currently approved IRS rate per mile.

## **Other Expenses**

Other expenses may be approved at the discretion of the SDSHP Board of Directors.

## **Non-reimbursable Expenditures**

SDSHP maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by the organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance
- First class tickets or upgrades
- Limousine travel
- Movies, liquor, or bar costs
- Spa or exercise charges
- Valet service
- Car washes
- Toiletry articles
- Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

Adopted by Board 9/23/2014