



# Member Travel Reimbursement Policy

Adopted: September 2019

Review and Approval: January 8, 2023

The Broward County Healthcare Coalition (BCHC) will reimburse members for reasonable travel expenses to the event as agreed upon in the member's acknowledgement. Members are responsible for making their own travel arrangements. Members are encouraged to use the most economical means of travel and all expenses must follow the guidelines below. Receipts must be submitted for all expenses.

## **Air Travel**

Whenever possible, please arrange round-trip coach airfare at least 30 days before the event. BCHC will reimburse air travel at the coach rate.

BCHC will not reimburse individuals for cost of Wi-Fi or alcoholic beverages on the plane.

## **Ground Travel**

When flying into the event city, BCHC suggests taking a shuttle, ride share (example: Uber, Lyft) or taxi from the airport to the event site. The BCHC typically does not reimburse for car rental unless there are unique circumstances. If a rental car is required, the BCHC Board of Directors must have this information well in advance (30-45 days before) to give approval. Prior approval is needed.

BCHC will reimburse mileage at the state approved rate. The rate changes year to year and will be given in the member's acknowledgement.

## **Lodging**

If accommodations are offered in your member acknowledgement, you are required to make those arrangements. You are required to book in the room block for the said event. Any upcharges from the room block rate must be approved prior to booking or you could be subject to pay for the difference. Please note that alcohol, movies, telephone calls and other amenities will not be reimbursed. You may need to provide a personal credit card upon check-in for these incidentals.

## **Meals**

If meals are not provided during the approved travel time, members will be reimbursed at a base rate of \$60 per day. BCHC does not reimburse for alcoholic beverages. Receipts must be provided for reimbursement.

## **Submission Instructions and Deadline**

Please submit the Member Travel Expense Application to BCHC within 30 days prior to the approved travel. Expenses with all receipts attached must be submitted to the BCHC within 30 days of being incurred. Failure to submit travel may result in non-payment. E-mail the Member Expense Travel Form along with accompanying receipts to the BCHC Project Coordinator. Please expect 30 days for reimbursement.