



Commission on Accreditation
of Healthcare Management Education

CAHME BUSINESS AND TRAVEL EXPENDITURE POLICY

Philosophy and Goal

- Fair treatment of expenses to the travelers
- Prompt reimbursement for allowable expenses
- Ensure only reasonable and customary expenses are born by Programs
- Compliance with government regulations to protect CAHME and traveler
- Optimal effectiveness from CAHME funds spent for travel

CAHME's philosophy is that CAHME will reimburse travelers for normal, reasonable and prudent travel expenses that are incurred while furthering the mission of the organization.

CAHME's primary funding source is from Program fees. As such, travelers hold a fiduciary responsibility to make financial decisions, particularly travel spending, with Programs in mind. Travelers are asked to spend prudently, yet wisely, as they would with their own personal finances.

The following guidelines apply to all individuals traveling at CAHME's expense. If situations or questions arise which are not covered by this information, the Accounting Department should be consulted for further information. **Travel expenses must be accompanied by a receipt for reimbursement, with an exception for tips.**

1. Travel Authorization. Travel must be approved prior to assuming any expenses related to the trip. Any special exceptions to these travel guidelines must be approved in advance and detailed on this form.

2. Mode of Travel. Travelers are expected to seek the lowest cost mode of travel. While most inter-city travel will be by air, rail transportation is in some cases more economical than air. Private automobiles may be used when commercial transport is either too time consuming or unavailable. Travel in private automobiles will not be permitted when it is more expensive than by commercial carrier.

- **Air Travel:** CAHME will reimburse for coach class service only. Travelers are urged to seek special fares whenever possible, and preference should be given to the airline with the lowest airfare, accounting for direct flights to the location.
- **Ground Transportation:** The preferred mode of ground transportation is that which is most economical yet convenient and safe for the traveler. Reimbursement will be made for necessary shuttle, taxi, and public transportation service. Use of ride sharing services (e.g. Uber, Lyft) are encouraged if available and lower cost. Airport parking at the departure airport is also reimbursable when determined that it is a more cost-effective alternative to other ground transportation. Travelers are encouraged to share transportation when possible.
- **Privately Owned Automobiles:** When travel by privately owned automobile is necessary, CAHME will provide reimbursement at the government mileage rate. CAHME will provide the current rate, typically designated at the bottom of the form. CAHME will not reimburse for purchase of fuel which is accounted for in the government mileage rate.
- **Other Modes of Travel (e.g., train):** CAHME will reimburse at coach class rates or equivalent.



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Not Acceptable Documentation



Problems with this receipt:

- 1) Document is incomplete: missing the detailed list of items ordered.
- 2) Document does not list attendees, including who the observers are on the site visit, as well as designation of what was ordered by the observer.

CAHME does not invoice programs for Observer expenses, and we must be able to designate those costs when we submit to programs. Therefore, documenting who was in attendance for the meal and who ordered specific meals (if an Observer is present) is essential. Even if an Observer is not present, it is necessary to provide the names of those in attendance for each meal, but detail on each person's specific meal is not required.

5. Reimbursement Procedures. A travel expense form must be completed and signed in order to receive reimbursement. Email all receipts and this form to CAHME management. The receipts and expense form should all be in one single file. Carefully check calculations to ensure that expenses are processed as quickly as possible. Note that it can take up to four weeks to receive reimbursements.

6. Travel Accident Insurance. CAHME provides travel accident insurance through The Hartford Life & Accident Company for individuals traveling on CAHME business, provided that they are a fare paying passenger on a common carrier. Details on the CAHME Travel Accident Insurance policy are available from CAHME.

7. Rental Cars. CAHME will reimburse rental car expenses if approved in advance. Rental cars will be approved if the cost of renting, including any costs related to parking, gasoline, etc. is less than ride sharing services (e.g. Uber, Lyft) or taxi fares. CAHME's insurance covers you when using a rental car, so you do not need to purchase the rental car company insurance. Gasoline should be purchased by the traveler prior to returning the car rather than purchasing gasoline from the rental car agency.