CAHME Business Travel and Expense Reimbursement Policy
Revised 7/15/2026

## I. Purpose

The purpose of this policy is to establish uniform standards for business travel and expense reimbursement for individuals traveling on behalf of CAHME. This policy promotes responsible stewardship of organizational resources while ensuring travelers are fairly reimbursed for reasonable and necessary business expenses.

CAHME is committed to:

- Fair and equitable treatment of travelers;
- Prompt reimbursement of approved business expenses;
- Responsible management of organizational and Program resources;
- Compliance with applicable laws and regulations; and
- Consistent administration of travel-related expenditures.

Many travel expenses incurred on behalf of CAHME are ultimately funded through fees paid by accredited and candidate programs. Individuals traveling on behalf of CAHME are expected to exercise the same care and judgment they would use when spending their own personal funds.

CAHME reserves the right to reduce or deny reimbursement for expenses determined to be excessive, unreasonable, inadequately documented, or inconsistent with this policy.

## II. Scope

This policy applies to all individuals traveling at CAHME’s expense, including:

- Employees
- Board of Directors/Council/Committee members
- Site visitors
- Other individuals specifically authorized by CAHME

## III. Travel Authorization

Business travel must receive appropriate authorization before expenses are incurred.

Any anticipated exception to this policy must receive prior approval from CAHME management (Executive VP & CFO).

Failure to obtain required approvals may result in partial or complete denial of reimbursement.

## IV. General Travel Principles

Travelers must:

- Select the most economical and practical method of travel.
- Book travel sufficiently in advance to obtain reasonable rates.
- Avoid unnecessary or excessive expenses.
- Share transportation whenever practical.
- Retain itemized receipts as required by this policy.
- Seek guidance from CAHME when unusual circumstances arise.
- Personal convenience alone does not justify additional expenses.

## V. Air Travel

Class of Service

- CAHME will reimburse coach/economy class airfare only.
- Business class, first class, premium economy upgrades, seat upgrades, priority boarding packages, lounge access, and similar optional upgrades are not reimbursable unless approved in advance.
- Fees charged by an airline for the selection of a standard economy seat are reimbursable when seat selection is not already included as part of the airfare purchase.

Booking

- 21 Days in Advance or More: Travelers should book airfare as far in advance as practical (at least 21 days before travel).
- Pre-Approval Needed:
    - Airfare exceeding $750 for domestic travel or $1,500 for international travel requires prior approval from CAHME management (Executive VP & CFO).
    - If a fare exceeds $750 and has not been preapproved, a maximum reimbursement of $750 will be allowed.
- Travelers should select the lowest reasonably priced airfare that meets the business needs of the trip.

Baggage

- CAHME will reimburse one standard checked bag per traveler. Reimbursement for a second checked bag may be approved when reasonably necessary due to the length of travel, transportation of business materials, medical equipment or accommodations, or other business-related circumstances.
- Additional checked bags, overweight baggage fees, and specialty baggage charges require prior approval.

Flight Insurance

Not Reimbursed: Optional travel insurance, flight protection plans, trip interruption insurance, and similar products purchased through airlines or third-party vendors are not reimbursable.

Parking

Airport parking, using the most economical option, at the departure airport is also reimbursable when determined that it is a more cost-effective alternative to other ground transportation.

Flight Changes and Cancellations

- Personal Cancellation:
    - Change fees or cancellation penalties resulting from personal preference are not reimbursable.
    - If the traveler must change plans, they will be responsible for the full cost of the flight if canceled and any change fees. Reimbursement by CAHME will be provided in extenuating circumstances at CAHME's discretion.
- CAHME Related Cancellation: If CAHME cancels the travel, then the traveler should attempt to get a refund. If a refund is not possible then the traveler should get credit and use for the next CAHME related event. Documentation of the credit must be provided to CAHME for tracking purposes.

## VI. Ground Transportation

Travelers should use the most economical and practical form of transportation. Travelers are encouraged to share rides whenever practical.

Reimbursable expenses include:

- Airport shuttles;
- Public transportation;

- Standard taxi services;
- Uber and Lyft Standard;
- Airport parking when cost effective.

Non-Reimbursable expenses include:

- Premium transportation services (including Uber Black, Lyft Lux, limousine services, chauffeured vehicles, and private car services)
- Contact CAHME management (Executive VP & CFO) with any questions about this category of transportation.

**VII. Personal Vehicle Use**

- Use of a personal vehicle should be limited to situations where it is more economical or practical than commercial transportation.
- Mileage will be reimbursed at the current IRS standard mileage rate.
- Fuel costs are included in the mileage rate and will not be reimbursed separately.
- Travel exceeding 500 round-trip miles requires prior approval. Requests for approval should be submitted before travel arrangements are made and should include the anticipated mileage and travel itinerary. CAHME reserves the right to limit reimbursement to the lesser of the approved mileage reimbursement amount or the reasonable cost of available commercial airfare and related transportation expenses.
- Parking and tolls associated with business travel are reimbursable.
- Traffic violations, parking tickets, towing charges, and vehicle repairs are not reimbursable.

**VIII. Rail Travel**

- Rail travel is reimbursable at coach class rates when the cost is comparable to or less than other reasonable transportation options available for the trip.
- Premium seating upgrades require prior approval.

**IX. Rental Cars**

- Rental cars require prior approval.
- 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.
- Rental vehicles should be economy or midsize class unless business circumstances justify an upgraded vehicle.
- Travelers should decline optional insurance coverage, as CAHME's insurance provides coverage.

- Travelers should refuel vehicles prior to return.
- Optional upgrades, prepaid fuel packages, GPS rentals, satellite radio, and similar convenience charges are not reimbursable.

**X. Lodging**

Travelers are expected to use accommodations arranged by CAHME or the Program whenever group rates have been negotiated.

Alternative lodging requires prior approval, and reimbursement will not exceed the negotiated group rate.

Room charges and applicable taxes are reimbursable.

The following are not reimbursable:

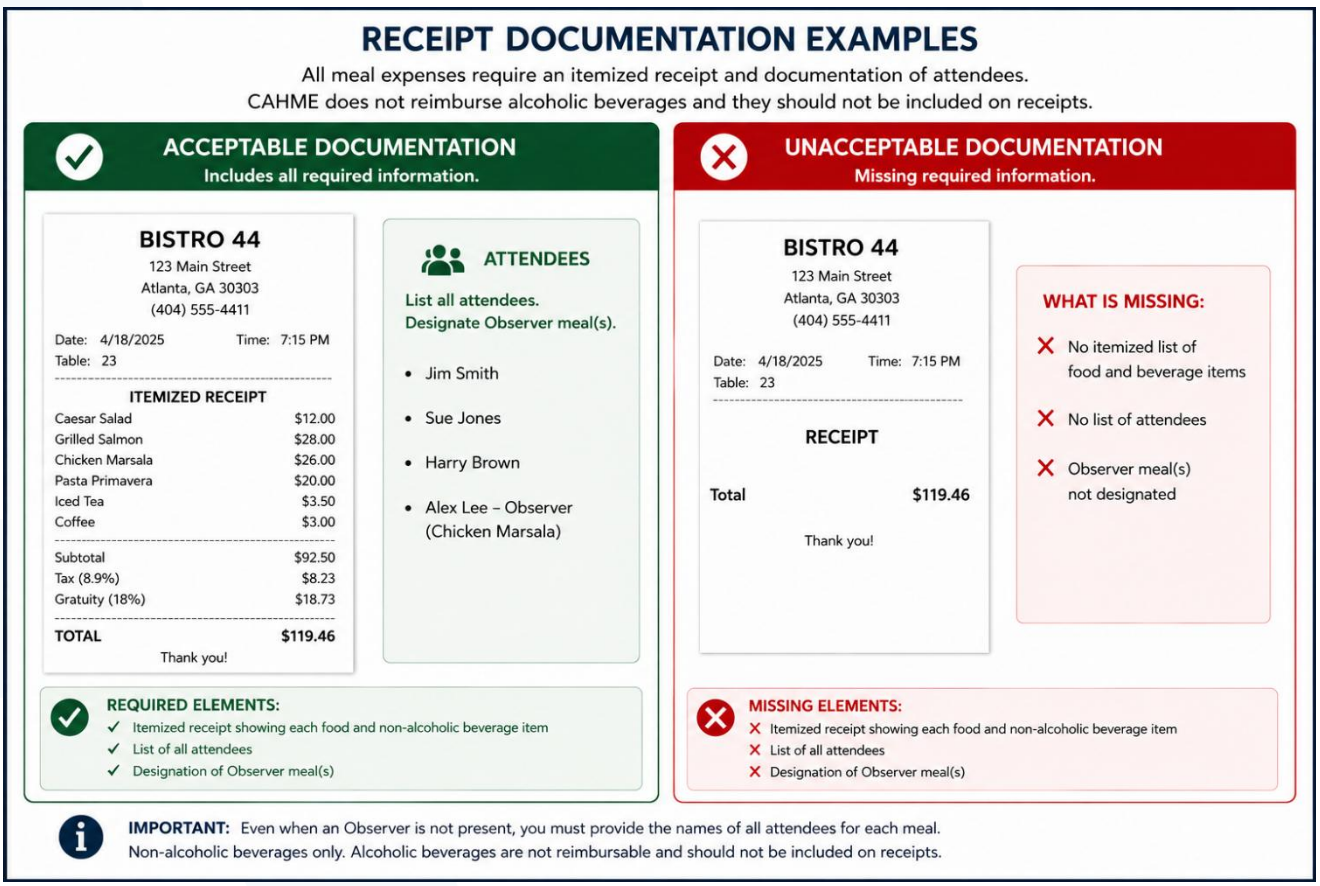
- Room service convenience fees
- Mini-bar purchases
- In-room movies
- Spa services
- Fitness center fees
- Laundry services
- Hotel upgrades
- Housekeeping gratuities
- Concierge gratuities
- Valet service

**XI. Meals**

- CAHME reimburses actual and reasonable meal expenses incurred during approved business travel.
- Travelers should select moderately priced meals appropriate for the locality.
- Reimbursement is limited to meals consumed by the traveler unless conducting approved business meals.
- Itemized receipts are required.
- Meal gratuities should not exceed 20%.
- Food Outside Typical Meals:
    - Snacks, candy, convenience store purchases, energy drinks, grocery purchases for personal consumption, and similar incidental food purchases are not reimbursable.
    - Water while traveling is reimbursable.
- Additional Meals Not Reimbursable:

- When meals are provided at a CAHME event or as part of an out-oftown conference, seminar or meeting, reimbursement for meals in addition to the event-provided food will not be approved unless otherwise authorized.

- Meal Documentation Requirements:
  - For all meal reimbursement requests, travelers must provide:
    - The names of all individuals in attendance.
    - An itemized receipt showing the food and beverage items purchased.
    - For Site Visits:
      - Identification of any Observer(s) who attended the meal.
      - Identification of the specific meal(s) and beverage(s) ordered by the Observer.
      - If no Observer is present, travelers are only required to provide the names of attendees; they do not need to identify which individual ordered each item.



### XII. Alcohol

- Alcoholic beverages purchased by individual travelers during business travel and site visits, are considered personal expenses and are not reimbursable by CAHME.
- CAHME Hosted Events - This restriction does not apply to official CAHME-hosted meals or receptions that are planned, approved, and paid for directly by CAHME as part of in person conferences or other organizational events. This does not include Board/Council/Committee meetings.

### XIII. Combining Business and Personal Travel

- Travelers wishing to extend travel for personal reasons or travel to destinations other than their residence following business travel must notify CAHME in advance.
- CAHME reimbursement shall not exceed the amount that would have been incurred had the traveler returned directly home. Documentation showing the cost of a direct return itinerary must be provided as that is what will be reimbursed to the traveler.
- Additional lodging, meals, transportation, or other expenses related to personal travel are the responsibility of the traveler.

### XIV. Non-Reimbursable Expenses

The following expenses are generally not reimbursable:

- Airline upgrades
- Travel insurance
- TSA PreCheck, CLEAR, or Global Entry fees
- Companion travel expenses
- Childcare or pet care
- Personal entertainment
- Souvenirs or other personal shopping
- Traffic tickets
- Parking fines
- Uber Black or similar premium transportation
- Private limousine services
- Hotel housekeeping gratuities
- Mini-bar charges
- Spa services
- Snacks and convenience store purchases
- Personal telephone charges
- Expenses lacking appropriate documentation

**XV. Expense Reporting Reimbursement Procedures**

Expense reimbursement requests must be submitted within fourteen (14) calendar days after completion of travel.

Expense reports should be e-mailed to ap@cahme.org and must include:

- Completed expense reimbursement form
- Itemized receipts
- Attendee information (Observer meals designated on receipts for all site visits)
- Any additional required supporting documentation

Expense reports submitted more than sixty (45) days after travel may be denied.

Reimbursements are generally processed within four weeks after receipt of complete documentation.

CAHME uses Bill.com for all travel reimbursements. If electing to be paid electronically, travelers can input their banking information within the secure site, otherwise travelers will be paid by physical check to the address that was listed on the travel and expense report.

**XVI. Travel Accident Insurance**

CAHME provides travel accident insurance coverage for eligible individuals traveling on authorized CAHME business. Questions regarding coverage should be directed to CAHME management (Executive VP & CFO).

**XVII. Exceptions**

CAHME recognizes that unusual circumstances may arise. Exceptions to this policy may be approved when justified by business necessity and authorized in advance.

CAHME reserves the sole discretion to determine the reasonableness and reimbursement eligibility of any travel-related expense.

**XVIII. Policy Administration**

CAHME management is responsible for interpretation and administration of this policy.

This policy may be amended from time to time as necessary to reflect organizational needs, legal requirements, and best practices.

Compliance with this policy is a condition of reimbursement for business travel expenses.