



COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE

TRAVEL AND REIMBURSEMENT

Policy: Site visitors will be reimbursed for the most economical usual and customary expenses directly related to fulfilling the responsibilities associated with conducting an on-site review as allowed by IRS regulations.

Procedure: Travel/expense reports (www.coarc.com/32.html) should be completed and submitted within two (2) weeks of completion of the on-site review visit and must include: name, date, origin, destination and purpose of the trip, and the amount of each expense categorized under the appropriate Expense Report line item with a supplemental description and related itemized receipt.

Guidelines:

1. As a CoARC Site Visitor, you are required to schedule airfare with the CoARC Travel Agent. (The charges can be billed directly to CoARC or they can be applied to your personal credit card for reimbursement upon receipt being submitted to the Executive Office.)
2. You should make travel arrangements as early in advance as possible. Please confirm airline reservations at least 24 hours before leaving to confirm the flight schedule. In some incidents, flights have been changed or cancelled, and not all passengers were notified;
3. Site Visitors are expected to follow through with the reservations and flight arrangements that have been approved prior to the site visit. If the flight was rescheduled for personal reasons, the site visitor will be responsible for any additional fees. If a site visitor has been preapproved to stay an extra night due to limited flights, and the site visitor is able to make an earlier flight to prevent an extra night of hotel cost and meals, then the program should be responsible for the change in flight fee. All changes related to site visit expenses (airfare, hotel, etc.) must be preapproved by the Assistant Executive Director/Director of Finance and Operations;
4. The “reimbursable expense period” is considered to start when the site visitor would reasonably leave home to travel to the program and ends when the site visitor would reasonably arrive back home. *There are circumstances where traveling earlier or the day after a site visit the site visit would result in cost savings. Those situations must be in writing and approved by the Executive Director ahead of time;*
 - a. Personal travel expenses are not reimbursable. Expenses associated with personal travel before, during, or after the site visit are not reimbursable. If personal travel occurs within the “reimbursable expense period”, site visit expenses will be reimbursed based on the actual usual and customary expenses or on the expenses as if the personal travel had not occurred, whichever is less;
 - b. If a trip or flight arrangements, are extended longer for personal reasons the site visitor is responsible for the difference and *must have* prior approval by the Assistant Executive Director/Director of Finance and Operations;
 - c. Expenses associated with a non-visitor traveling companion are not reimbursed;
 - d. Airport parking is reimbursed only for the days within the customary “reimbursable expense period”, exclusive of personal time away. Individuals should select the lowest cost option;
5. When scheduling the site visit, the CoARC will obtain recommendations for hotels from the program. The Team captain will be responsible for selecting the hotel and making the reservations for the team



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(with the assistance from the Program Director). Some programs may be able to secure hotel reservations at a lower rate not available to the site visitors, in which case the program may make the reservation, but the visitors must arrange to pay for the expenses at the time of check in. If the lower rate is **ONLY** available if paid directly by the program, then the team should allow the program to pay that expense, but must note that on the expense report. The Executive Office will reconcile the expenses with the program. Small expenses, such as lunch during the visit, may be paid directly by the program;

6. A site visitor paying expenses for program personnel (e.g., dinner) is **not** reimbursable;
7. Itemized receipts must be submitted to the Executive Office as part of the site visitor expense report within 2 weeks after the site visit. **Itemized receipts are required for all expenses (except tips) before reimbursement will be made;**
 - a. In the case of meals, the CoARC will reimburse up to an average of \$50 per day per visitor for reported expenses with itemized receipts. The CoARC **does not reimburse for alcohol**. If one of the visitors pays for the meals of both visitors, that notation must be made on the back of the receipt. Any exceptions must be approved by the Executive Director;
 - b. In the case of vehicle mileage, the CoARC reimburses at the current IRS rate per mile. The cost should **not** exceed the lowest available airfare, plus necessary ground transportation. The comparison cost must be submitted in writing and approved by the Assistant Executive Director/Director of Finance and Operations at the CoARC;
8. A rental car is reimbursed only if it is less expensive than other means of ground transportation. Only rental car costs directly related to the site visit during the “reimbursable expense period” are reimbursable (e.g., gasoline, parking). The Team Captain should attempt to coordinate the team’s arrival and departure so as to require the use of only a single car rental, if needed. Rental cars must be refueled prior to return. (CoARC has set up a contract with Enterprise for a set rate);
9. Special accommodations: any site visitor requiring special accommodations that would incur additional expenses must present those needs to the Executive Director for prior approval. Occasionally, circumstances beyond the control of the site visitor (e.g., inclement weather, canceled flight) will require the site visitor to incur additional expense. The site visitor should use his/her best judgment in arranging suitable alternatives in a cost effective manner. Where practical, the site visitor may consult with the Executive Director for guidance;
10. **Non-Reimbursable** Expenditures are: alcoholic beverages, fees for upgrades of air, hotel, and auto costs, entertainment, personal travel, spousal/family expenses, limousine travel, credit card interest charges, laundry services, traffic citations, auto repairs, in-room movies, costs for use of hotel gym, personal phone calls, massage, sauna, or mini-fridge, or valet parking unless there is no “self-park” or self-parking is an unsafe option;
11. Exceptions to this policy must have the prior written approval of the Executive Director of the CoARC;
12. The CoARC will provide the program a breakdown of expenses on each site visitor. Individual receipts (copies or originals) are **not** provided.

Note: the Team Captain is responsible for the overall expense and cost-effectiveness of the site visit. The site visitors should exercise discretion and good business judgment with respect to those expenses associated with representing the CoARC.