

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines- Travel Authorization</i>	SOG #101-018
		Initiated: October 2020
Approved: Chief Christopher J. Reynolds	Revised: September 2023	

Description: This SOG outlines the process for members to ensure fair and consistent application and administration of travel and expense reimbursement with an emphasis on cost control.

Definitions:

- **Out of State Travel-** For the purpose of this SOG Out of State Travel will be considered travel outside of Pennsylvania* New Jersey, & Delaware.
 - *Travel within Pennsylvania longer than 3 hours will be classified as out of state.
- **Travel Advances-** Payment made to member based on approved request as outlined in the *Travel Authorization Form 101-018A* prior to travel.

Purpose: This SOG will outline the procedure and guidelines on travel and reimbursable expenses. This process shall apply to all members of the organization including but not limited to: Management, Officers, Paid Staff, and Certified Volunteer Membership.

Procedure: Members seeking approval to travel on official LPEMS business or to attend conferences and meetings shall do so as far in advance as possible. Out-of-state travel requests must be reviewed by both the Chief of Operations & Executive Director for consideration of approval. In addition, any travel requests of more than \$500 dollars in gross individual and/or organization expenses must receive Board of Director Approval.

All members are expected to conduct their business travel at a minimum cost while striving to achieve the success of the mission or goal. Usage of early bird registration rates and hotel discounts is encouraged.

1. Travel requests shall be submitted via the LPEMS *Travel Authorization Form 101-018A* and should indicate all necessary information including, but not limited to: dates of travel, location, reason or benefit to organization, actual and estimated costs involved, and method of travel. Approved requests shall be attached to all corresponding documentation.
2. The request and use of travel advance funds are encouraged prior to departure on approved travel.
 - a. The check request to cover meals and milage reimbursement shall be submitted to the Director no later than two weeks prior to departure.
 - b. LPEMS adheres to the IRS business standard milage reimbursement rates, as adjusted and announced periodically.
 - c. LPEMS will adhere to the Federal IRS per Diem rates and guidelines as outlined on the IRS website.
 - d. All costs are to be itemized and reconciled by the member on the *LPEMS Expense Report 101-018B*, all receipts are required.

- e. Expenses that exceed the travel advance as reviewed and approved will be reimbursed from available budgeted funds once completed *LPEMS Expense Report* 101-018B, and all receipts are returned and verified.
3. Air/Rail Travel- Reservation of tickets shall be purchased as far in advance and at the lowest logical fares available.
 - a. Payment for reservations may be made by the member approved for travel via personal credit/debit card to obtain points or status upgrades but is not required.
 - b. Difficulty in finding appropriate arriving/departing locations, carriers, and times of travel should be documented and considered.
 - c. Upgrades of reserved tickets are the sole responsibility of the individual and are not reimbursable.
 - d. Participation in any promotional plan, such as frequent flyer miles, is not applicable if by doing so, the participation entails foregoing a more favorable fare rate.
 4. Insurance- Members on official or approved business for Lower Providence EMS are protected by the organization's insurance and workers compensations insurance; No additional insurance coverage should be purchased for luggage or rental vehicles.
 - a. Additional insurance covered will not be reimbursed.
 5. Reimbursable Expenses- LPEMS shall reimburse members for authorized travel and related expenses incurred, however no such reimbursement will occur for a spouse, child, or additional person not essential to or approved for the business travel.
 - a. Milage- For the use of a personal vehicle on an official business or approved event; member will be reimbursed for the prevailing rate set for by the IRS and listed on the *LPEMS Expense Report* 101-018B.
 - b. Rental Vehicle- Members may, with pre-approval, rent proper vehicles when on Out of State travel as a means of transportation to locations when not available or impractical.
 - i. The lowest cost vehicle necessary to achieve travel shall be reserved.
 - ii. Additional costs associated with a rental vehicle when applicable for reimbursement typically are Gasoline, Emergency Repairs, Parking, and Tolls.
 - c. Lodging- For approved travel requiring an overnight stay, lodging will be reimbursed or prepaid at the actual cost not to exceed the maximum per diem rates published in the Federal IRS Per Diem rates and guidance.
 - i. Lodging that exceeds the maximum per diem rates must be disclosed and approval obtained via the *Travel Authorization Form* 101-018A before travel takes place for this to be prepaid or be reimbursable.
 - ii. Actual itemized receipts must be submitted with the *LPEMS Expense Report* 101-018B whether lodging is prepaid or reimbursed to the member.
 - iii. Reimbursement shall be in an amount equal to the actual cost of the least expensive available rate for reasonable accommodation based on single occupancy.
 1. In cases of double occupancy, each member shall be reimbursed 50% of the total room charge unless prepaid, or documentation provided dictate otherwise.
 2. In cases of double occupancy when one of the occupants is not on official business, the lodging reimbursement shall be on the basis as outlined in C(iii) above.

- d. Meals- Meal expenses while on official business or travel are reimbursable (including tips up to 20%), up to the maximum per diem rates established and published by the IRS for the area of travel.
 - i. Meals are defined as breakfast, lunch, and dinner as submitted on the *Travel Authorization Form 101-018A* for the first and/or last day of travel and each day's event.
 - 1. The cost of breakfast is reimbursable the day of travel when a member is traveling and must leave home 2 hours or more before the normal starting time of the member; for the