

WOODHAVEN PROCEDURES

Procedure No. 3-9-5
Replaces Procedure No. 3-9-5

Revised: 12-31-15
Issued: 07-09-04

SUBJECT: Staff Travel and Business Reimbursements

PURPOSE: To provide an alternative to receipt reimbursement and to carry out the mandate of Policy No. 3

When staff plans to travel on business, they need to have their supervisor approve their travel plans ahead of time (e.g. air fare, car rental, personal mileage reimbursement, hotel, meals, etc.).

Per Diem meal reimbursement for meal costs is an alternative to actual receipt reimbursement. It must be approved in advance by your supervisor. Staff will not be required to return unused Per Diem money. Woodhaven will not be responsible to pay staff additional money if staff spends more than the Per Diem amount.

Per Diem meal rates are as follows:

- \$13 for breakfast
- \$15 for lunch
- \$26 for dinner

Staff will not be eligible for Per Diem meal reimbursement if the event they are attending provides food.

Per Diem meal reimbursement can be used for staff attending a local seminar that does not provide food.

Per Diem meal reimbursements need to be submitted to Accounting at least 1 week prior to traveling.

Approved by: _____
Chief Executive Officer

Date: _____

Attachment: Per Diem Travel Request Form

PER DIEM TRAVEL REQUEST FORM

Staff traveling: _____

Destination: _____

Reason for travel: _____

Date and time leaving _____

Date and time returning _____

Reimbursement request:

Date	Location	Breakfast \$13	Lunch \$15	Dinner \$26	Total
Total					

Submitted by: _____ Date: _____

Supervisor's approval: _____ Date: _____