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**North Sound Behavioral Health Organization**  
Section 4500 – Advisory Board: Advisory Board Member Transportation  
Reimbursement Requests

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Administrative Manager and  
Advisory Board Coordinator

Executive Director's Signature:

Approved by: Board of Directors

Date: 11/19/1998

Approved by: Advisory Board

Date: 4/3/2018

Date: 4/5/2018

**POLICY #4507.00**

**SUBJECT: ADVISORY BOARD MEMBER TRANSPORTATION REIMBURSEMENT REQUESTS**

This document sets forth guidelines for making travel arrangement requests made by Advisory Board Members, Advisory Board authorized individuals with a behavioral health disorder, and Advisory Board authorized advocates.

**USE**

This policy is designed to facilitate travel by Advisory Board Members, Advisory Board authorized individuals with a behavioral health disorder, and Advisory Board authorized advocates, **to participate in North Sound Behavioral Health Organization (North Sound BHO)-related activities only, and to honor taxpayers by using public monies judiciously and efficiently.**

**RESPONSIBILITY**

Overall supervision for this policy and its procedures rests with the Administrative Manager. All travel will be arranged by Advisory Board Coordinator, in accordance with North Sound BHO Policy 4510.00. Under the guidance of the Administrative Manager, the Advisory Board Coordinator will arrange travel for Advisory Board members. Should a situation arise in which there is a question or problem, the Advisory Board Coordinator and the Advisory Board Chair will collaborate in resolving the situation.

**AUTHORIZATION**

All travel will be pre-authorized in accordance with North Sound BHO Policy 4510.00. North Sound BHO staff will respect the needs of the individual in making reasonable accommodations for travel, based on medically and legally accepted standards under the Americans with Disabilities Act (ADA, as amended), and will arrange for cost effective and efficient transportation in accordance with the use of public funds. Therefore, all travel will be collective, when possible, unless pre-authorized and arranged by the North Sound BHO Administration Manager and the Advisory Board Coordinator, in collaboration with the Advisory Board Chair.

No Advisory Board Member, nor Advisory Board authorized individual with a behavioral health disorder, nor Advisory Board authorized advocate will make their own, or another's, travel arrangements without the express authorization to do so from the North Sound Advisory Board Coordinator or Administration Manager, or their designee.

Advisory Board will consider providing lodging if the scholarship or Advisory Board Member must travel 60 miles or more in a single direction to attend an event.

## **STAFF PROCEDURES**

### **Transportation**

1. The Advisory Board Coordinator or a designated staff person will submit a request to the specific transportation company.
2. The Advisory Board Coordinator or designated staff person will make necessary arrangements using transportation providers which have standing relationships with the BHO. These include taxi companies, Airporter Shuttle services, airlines, train, bus and ferrysystems.

### **Taxicab companies**

1. The Advisory Board Coordinator or designated staff person will send a request (by phone, fax, or email) to the taxi company stating you are making travel arrangements to be charged to North Sound BHO.
2. The Advisory Board Coordinator or designated staff person will give their own name, the name(s) and address(es) of the person traveling, and the date and time for pick-up/drop off points of the trip.
3. The Advisory Board Coordinator or designated staff person will be sure to make return arrangements, if needed.
4. Taxi companies include:

<b>Name</b>	<b>Phone</b>	<b>Contact</b>	<b>Acct. #</b>
Yellow Cab (Everett)	(425) 259-2000	Anyone	North Sound BHO
Yellow Cab (B'ham)	(360) 424-8294	Anyone	North Sound BHO

Yellow Cab services Skagit, Snohomish, and Whatcom Counties

### **Airporter Shuttle**

Before calling, check the schedule and determine what times and locations will meet the needs of the traveler. Be sure to take into consideration the time of the meeting and travel time to and from the pickup and drop off points.

1. Call the Airporter Shuttle at 1-800-235-5247.
2. Let them know you are making travel arrangements which will be billed to the North Sound BHO.
3. Give them your name, name of the person traveling, date, time, location for pick up and destination.
4. Be sure to make return arrangements, if needed.
5. Tell them we have an account and give them a Purchase Order number.
6. They will give you a confirmation number once the reservation is made. Record this number in the appropriate space on the form.
7. For Charter services, a North Sound BHO representative must accompany Advisory Board per direction of Airporter Shuttle management.

### **Ferry System**

Tickets can be purchased online and reservations must be made in advance.

### **Reimbursement for Travel**

Information related to travel reimbursement will be found in Policy #3031.00.

### **Procedure for Reimbursement**

At the end of each month, each individual who is seeking reimbursement for travel must complete an expense reimbursement form and attach required receipts. The Advisory Board Coordinator and Administrative Manager must sign the form indicating approval of expenses.

Reimbursement forms will be submitted to North Sound BHO's Accounting Specialist for processing and payment.

### **ATTACHMENTS**

None