

Effective Date: 11/19/1998, Motion #98-072
Revised Date: 4/25/2017
Review Date: 4/25/2017

North Sound Behavioral Health Organization

Section 4500 – Consumer Affairs: Advisory Board Member Transportation Requests

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Administrative Manager and
Advisory Board Coordinator

Executive Director Signature:

Approved by: Board of Directors

Motion #98-072

Date: 11/19/1998

Date: 4/28/2017

POLICY #4507.00

SUBJECT: ADVISORY BOARD MEMBER TRANSPORTATION REQUESTS

POLICY

This shall set forth guidelines for making arrangements for travel requests made by Advisory Board Members, individuals and advocates.

USE

This policy is designed to facilitate travel by Advisory Board Members, individuals and advocates as **needed to participate in North Sound Behavioral Health Organization (North Sound BHO) related business only**. Staff will respect the needs of the individual and arrange for cost effective and efficient transportation.

RESPONSIBILITY

Overall supervision for this policy and its procedures rests with the Administrative Manager. However, arranging travel is the responsibility of the Advisory Board Coordinator. Should a situation arise in which there is a problem, the Advisory Board Coordinator and the Advisory Board Chair will collaborate in resolving the situation.

STAFF PROCEDURES

Transportation

1. The Advisory Board Coordinator or a designated staff person will submit a fax 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 ferry systems.

Taxicab companies

1. Call and/or fax a request to the taxi company and state you are making arrangements for travel to be charged to North Sound Behavioral Health Organization.
2. Give your name, name and address of the person traveling, date and time for pick-up/drop off points of the trip.
3. Be sure to make return arrangements if needed.

4. Taxi companies include:

Name	Phone	Contact	Acct. #
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 arrangements for travel 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

Travel reimbursement references to Policy #3031.00

Travel by Auto: Reimbursement for use of privately owned vehicles for North Sound BHO business will be paid at the established standard mileage rate. The rate shall be initially set to conform to the currently published mileage rate for business travel deductions set by the Internal Revenue Service (IRS). The rate shall be revised periodically as the IRS rate is revised so North Sound BHO mileage rate is consistent with the published IRS rate. The Executive Director shall promptly notify all employees, in writing, of adjustments to North Sound BHO's mileage rate and shall fix the effective date of each adjustment. Reimbursement for mileage and meals in route to destinations outside of the State of Washington shall not exceed the round-trip coach fare of a common air carrier unless approved by the Executive Committee. Any business travel mileage from the office and back to the office will be reimbursed.

If a person does not stop by the office and has business travel, they will deduct their normal commute from the total travel and ask for reimbursement for the balance. A person's normal commute will be considered the distance between their residence, the office and back to their residence. Mileage costs from an employee's residence to his/her normal place of work shall not be reimbursable as business mileage. Mileage for personal reasons will not be reimbursed.

Meals: Receipts are required for meals. All meals outside of the county in which the employee is assigned shall be reimbursed while in the course of performing business for North Sound BHO. This shall include meals consumed while in the course of a business meeting and meals consumed while traveling to and from a meeting if said meals occur during travel. Reimbursement for meals will be for actual expenses and shall not exceed the following amounts:

1. Breakfast \$12.00
2. Lunch \$17.00
3. Dinner \$27.00

This amount shall include gratuity.

Lodging: An itemized statement from place of lodging is required. If lodging is approved to attend a conference, training, or seminar, lodging will occur at the conference site at the conference rate. If no lodging is available, lodging must be secured with the lowest rate accepted unless modified by the Executive Director.

Expenses not Reimbursable

1. Hosting (meals for or entertainment of others);
2. Alcoholic beverages or tobacco;
3. Fines, penalties, etc.; or
4. Any unreasonable, unnecessary costs or personal preference items such as first class travel.

Documentation of Expenses

All expenses must be documented. Receipts should have the name, location and phone number of the vendor whenever possible. Documentation may include, but not be limited to, the following:

1. Actual mileage to and from meetings, excluding mileage to and from the work place that would have normally been traveled by the employee to arrive and leave the work site;
2. Receipts for parking, if available;
3. Receipts for lodging; and
4. Receipts for rental car.

Charge card slips are not acceptable documentation unless a detailed list of expenditures is made on the card slip.

Failure to provide requested documentation will result in the individual forfeiting his/her right to reimbursement.

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 Department Supervisor/Executive Director/one County Authorities Executive Committee member 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