

## **TRAVEL POLICY**

### **BACKGROUND**

When traveling on behalf of the East Texas Gulf Coast Regional Trauma Advisory Council, travel expenses will be reimbursed with **prior** authorization. Travel must serve the purposes of the RAC such as attending the Governor's EMS and Trauma Advisory Council (GETAC) committee meetings, general assembly meetings, and RAC chair meetings. Travel for other purposes benefiting the RAC may also be approved.

### **PURPOSE**

This document provides a set of standards and processes by which travel is authorized and reimbursed at the expense of the organization.

### **PROCEDURE**

1. Necessary and reasonable expenses for transportation, lodging, meals (when traveling overnight) and incidental expenses incurred for travel that clearly involve RAC business will be reimbursed.
2. A board member requesting travel reimbursement must complete the 'Request for Travel Reimbursement' form which outlines the purpose of travel, dates, estimate of expenses and the total reimbursement requested. This form must be signed by the member requesting reimbursement and submitted by the first Friday of the month prior to travelling for board review and approval.
3. A separate travel expense report must be submitted for each trip taken and must include:
  - dates of travel,
  - travel destination,
  - the purpose of the trip,
  - an itemization of expenses
4. The organization will use the mileage reimbursement rate currently accepted by the United States Internal Revenue Service which can be found at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
5. Reimbursement at a mileage rate must be supported by a detail record of point-to-point mileage with odometer readings or copies of mapping web site mileage. Maps from a mapping website / mobile app must also display point-to-point miles, with a separate map between each destination. RAC-R will use maps from MapQuest.
6. Requests for mileage reimbursement will be paid for use of your personal vehicle and is **expected to be submitted within 10 days of the completion of the trip**. Mileage reimbursement will be paid upon receipt of expense report in the RAC office who use their personal vehicle after the above documentation is submitted. The organization owns no vehicles.
7. Original receipted bills for all hotel charges, airline tickets (showing itinerary and costs), and all other expense must be attached to all travel expense reimbursement reports. Proof of payment must accompany the original receipted bills. A credit card

- receipt is not acceptable support for reimbursement of expenses.
8. Examples of eligible incidental expenses are:
    - Parking
    - Toll Road fees
    - Seminar tuition and / or registration fees
  9. Examples of non-eligible incidental expenses are:
    - Entertainment expense
    - Taxes
    - Liquor
    - Fines
    - Internet connection fees
    - Personal phone expenses
    - Personal expense items
  10. Travel costs related to the general administration of the organization (that are deemed to be allowable in accordance with the applicable cost principles) shall be allocated as indirect costs. All other travel costs incurred by employees of the organization will be allocated to the relevant project for which the travel is being undertaken.
  11. Prior written approval by the DSHS contract manager must be obtained for out-of-state travel. If the out-of-state travel is clearly delineated in the organization's approved budget, prior approval is assumed.
  12. The RAC Chair and/or his/her designee shall be expected to attend state-wide and other required meetings. Approval for such travel is granted by this policy. Travel reimbursement for all other RAC officers, will be considered upon completion and submission of the 'Request for Travel Reimbursement' form and reviewed by the Board of Directors. Other travel by the RAC Chair must be approved in writing, via email, by the Board or Executive Committee. Travel to meetings such as RAC Chair Meeting and GETAC Meetings may be reimbursed by cost allocation to the applicable grant(s).
  13. Upon completion of the travel, all expenses will be submitted to the RAC Office with original receipts. The expense report shall contain a detailed list of expenses and amount of expenditures.
  14. For reimbursement of approved travel, the traveler will submit all travel expenses on the expense report form to the RAC Office with original receipts within 10 days of completing travel. A check for the total approved expenses will be issued within 10 business days of proper documentation.
  15. In addition to the requirements listed above the following requirements must be met to receive travel expenses from the RAC:
    - Coach airfare must be used
    - Hotel lodging will be reimbursed at the lowest rate between the actual cost and the GSA's Federal Domestic Maximum Per Diem Rates published at <https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/>
    - Car rental expenses must be for a mid-size or small vehicle and gasoline; parking or toll expenses for a rental car must not include any personal miles driven.
    - Travel must be submitted within-10 days of the completion of travel.
    - Meals purchased during overnight travel will be reimbursed at the lowest rate between the actual cost and the GSA's Federal Domestic

Maximum Per Diem Rates published at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Receipts must be presented for reimbursement.

- Mileage will be reimbursed when using your personal vehicle for approved travel. The rate per mile of reimbursement is defined by <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement>

*Alyson Nickum-Smith*

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**Alyson Nickum-Smith**  
Chair, Board of Director

*4/14/26*

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Date