

Council on Education for Public Health

Travel Expense and Reimbursement Policy

The Council on Education for Public Health (CEPH) will reimburse authorized travelers, including staff, Councilors, site visitors, consultants and other CEPH-designees for travel expenses incurred on CEPH business. The CEPH expense form, provided to each traveler, should be used when submitting a request for reimbursement for business travel. It is the responsibility of all authorized travelers and for applicant and accredited schools and programs to be informed about this policy. Questions about this policy should be directed to officeadmin@ceph.org or 202-789-1050.

REIMBURSEMENT POLICIES AND PROCEDURES

Receipts and a signed expense voucher must be submitted to CEPH immediately after travel but no more than 60 days following a trip. Send documentation to:

Council on Education for Public Health
1010 Wayne Ave
Suite 220
Silver Spring, MD 20910
officeadmin@ceph.org

For site visits and consultation visits, CEPH will directly reimburse all travelers and provide an itemized bill to the school or program to reimburse CEPH. For travel expenses incurred as part of the accreditation process, schools and programs are expected to reimburse CEPH in accordance with the CEPH Travel Reimbursement Policy. CEPH does not provide, nor should any traveler provide, social security numbers to schools and programs. CEPH's tax identification number is 52-1017653.

MODE AND COST OF TRAVEL

Travelers on CEPH business are responsible for making their own travel arrangements using CEPH's travel vendor *TripActions*. CEPH staff will send a link and instructions for booking prior to the trip. The airfare, when booked through *TripActions*, is billed directly to CEPH. If a traveler intends to combine a CEPH-business trip with personal or other unrelated business travel, or intends to travel with a companion on the same ticket, the traveler must book the ticket directly with the airline and submit a receipt to CEPH for the reimbursement. CEPH will reimburse *only* the cost of a round trip ticket from the traveler's initial location to the site of the CEPH business. If the ticket booked deviates from this, the traveler must provide evidence (e.g., documentation from airline website) of the cost of a round trip ticket, along with the actual receipt for the ticket purchased.

Travelers are expected to select the mode of transportation which will be least expensive while allowing the traveler to perform his/her duties most expeditiously and without causing personal hardship.

By Air, Rail or Bus

Travel by air, rail or bus is reimbursable for coach class ticket costs only. Travel should be booked as far in advance as possible to take advantage of discounted fares. If a restricted fare is booked and a change is required due to meeting time or date changes, a reasonable exchange fee may be claimed. A copy of the receipt must be submitted with the travel voucher on completion of travel. Any fare in excess of \$800 must be pre-approved in writing by the CEPH Executive Director. If a fare is in excess of \$800 and has not been preapproved, a maximum reimbursement of \$800 will be allowed.

By Private Automobile

Privately owned automobile use reimbursement rate is made at the current government rate based on the actual mileage. Travelers must provide a *GoogleMaps* or *Mapquest* documentation of the route and miles traveled. The mileage allowance is in lieu of any and all transportation costs incurred en route, except tolls and parking, as required. Travelers are expected to take the most expeditious and direct route.

By Rental Car

Rental cars are sometimes necessary, depending on the local situation and on the traveler's transportation needs. Reimbursement for rental cars will only be made if authorized in advance by the CEPH Executive Director.

Other Modes of Travel

Actual expenses related to taxis, shuttles, subway, water taxi and other modes of travel will be reimbursed with receipts.

LODGING

Except in unusual circumstances, individuals traveling on CEPH business will not be responsible for making lodging arrangements. For CEPH meetings, lodging arrangements are made by CEPH staff and for site visits and consultation visits, lodging arrangements are made by the school or program. In most cases, lodging on a site visit or consultation visit should be direct billed to the school or program. If not, actual cost of lodging will be reimbursed to the traveler with a receipt.

MEALS

Actual costs of meals purchased during travel (travel days as well as on-site days) will be reimbursed with receipts. Travelers should use moderately priced establishments whenever possible. Itemized receipts should be provided for travelers on site visits and consultation visits. Alcoholic beverages will not be reimbursed for individuals traveling on site visits or consultation visits. Reimbursement of meals is not authorized where a meal is pre-paid or directly provided as part of a meeting or conference.

MISCELLANEOUS EXPENSES

CEPH reimburses reasonable miscellaneous costs such as tolls, parking, luggage tips, housekeeping tips, and business-related telephone calls and internet usage. CEPH also reimburses travel costs incurred due to factors out of the traveler's control such as mechanical and weather cancellations of air travel. CEPH does not reimburse personal expenses such as entertainment; laundry; travel insurance; newspapers, magazines and other reading materials; parking and traffic fines; or charges incurred because of indirect or extended travel for personal reasons.

LOCAL TRAVEL

Reimbursement may be made for 1) incurred meal expenses when a meal is an integral part of a CEPH business meeting. The business purpose of the meeting must be stated on the reimbursement form and receipts are required; 2) meal expenses when the meal is purchased due to a requirement to be away from the place of business to attend an all day or late meeting or conference; 3) incurred local transportation expenses to meetings including subway, bus, taxi, and personal automobile and parking.