



Reimbursement Policy

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APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:	Jeff Faucett		Jeff Faucett, Chair		

I. Purpose:

To establish a guideline for the reimbursement of funds for Kitsap County Emergency Medical Services and Trauma Care Council (KCEMS & TCC) employees for covered travel expenses.

II. Policy:

KCEMS & TCC employees may be reimbursed for incurred expenses with prior approval from the Board of Directors. All travel necessitating airfare or hotel must be approved in advance by the Board of Directors.

III. Procedure:

A. Reimbursable Expenses:

1. Taxi fares, car rentals, parking fees, ferry, and bridge tolls.
2. Registration fees for attendance at conventions, conferences, and official meetings.
3. Lodging, meals (excluding alcohol), and gratuity if appropriate.
4. Mileage for a personal vehicle if used for official KCEMS & TCC business. Mileage shall be reimbursed at the IRS standard mileage rate.

B. General Travel and Expense Information:

1. To be eligible for travel reimbursement, the travel must be authorized prior to beginning date of the travel.
2. Exercise good judgement in incurring travel expenses while on official travel.
3. Receipts are required for reimbursement for travel, food, and lodging.
4. The Board of Directors may deny reimbursement of expenses deemed inappropriate or excessive.

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Final Audit Report

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