



# NATIONAL NETWORK OF PUBLIC HEALTH INSTITUTES

Fostering Innovations that Improve Health

Updated: 5/27/2009

## TRAVEL REGULATIONS

### CLAIMS FOR REIMBURSEMENT

All claims for reimbursement for travel must be logged and submitted on the National Network of Public Health Institutes' expense report form and submitted within **30 business days** following the end date of the trip. Unless otherwise specified, the traveler will pay all expenses incurred on any official trip up front. The traveler will log expenses on the NNPHI expense report provided. *Receipts for all travel expenses must be attached to the report in order for the traveler to receive reimbursement in full.* (meals and tips excepted)

**SUBMISSION OF CLAIMS:** Please submit reimbursement requests to the NNPHI Program Office via fax or regular mail:

**ATTN: NNPHI TRAVEL**  
**1515 Poydras Street, Suite 1200**  
**New Orleans, LA 70119**  
**Fax: (504) 301-9820**

**Important Note:** If your request is received after the grant covering your travel has closed—NNPHI will be unable to render payment for the request.

### COST EFFECTIVE TRANSPORTATION:

The traveler will be responsible for selecting the most cost-effective and timely method of transportation for their travel on behalf of NNPHI.

### METHODS OF TRANSPORTATION:

#### AIR TRAVEL:

NNPHI will cover economy/coach class airfares, as well as standard baggage check fees for one bag per one way trip. If the traveler's airfare will cost more than \$600.00 roundtrip, please notify the NNPHI Program Office for pre-approval before fare is purchased. *A receipt from the airline reflecting the roundtrip cost, all applicable taxes and fees must be submitted in order for the traveler to be reimbursed for airfare.* Lost airline tickets and boarding passes will be the responsibility of the person to whom the ticket was issued. The airline charge for searching and refunding lost tickets will be charged to the traveler. The traveler must pay the difference between the prepaid amount and the amount refunded by the airlines. NNPHI will not pay charges related to lost tickets.

**Important Notes:** *If a flight delay or cancellation results in a missed connection and the traveler is forced to stay overnight, the traveler must choose a hotel close to the airport with a cost-effective rate. The traveler must maintain all documentation for these circumstances and notify the NNPHI Program Office as soon as possible. In emergency situations, if it is determined that the traveler cannot use already purchased airfare for NNPHI related travel, the traveler must contact the NNPHI Program Office as soon as possible.*

#### PERSONAL MOTOR VEHICLE:

The traveler shall be required to pay all operating expenses of the vehicle including fuel, repairs, and insurance.

**Mileage:** NNPHI will reimburse the traveler **\$0.52** cents per mile.

*\*\*\*The cost of mileage is calculated based on the **State of Louisiana Travel Guide 2008-2009.***

**Important Note:** No vehicle may be operated in violation of state or local laws. No traveler may operate a vehicle without having in his/her possession a valid driver's license. The driver and passengers of the vehicle shall use safety restraints at all times. It is the responsibility of the driver of the vehicle to assure that safety restraints are used. All accidents, major and minor must be reported first to the local police department or appropriate law enforcement agency. Additionally, the accident should be reported to the NNPHI Program Office as soon as possible.

#### AUTO RENTAL:

If renting a car appears to be the most cost-effective and convenient mode of transportation, the traveler must contact the NNPHI Program Office for approval before a reservation is secured. NNPHI will not cover auto rental unless it has been pre-approved ahead of time. *The cost of tolls and gasoline will be reimbursed based on receipts retained by the traveler.*

#### GROUND TRANSPORTATION:

The cost of ground transportation such as bus, subway, airport limo, shuttle, and taxi is reimbursable when the expense incurred relates to pre-approved NNPHI travel. *Receipts are required for all transportation related expenses to the trip.*

## LODGING

NNPHI will reimburse the traveler for room and tax charges only. The traveler will be responsible for all other incidentals, including but not limited to: internet, phone, movie, and room service charges that exceed the given per diem rate for meals. Participants are responsible to pay their lodging expenses at the time of departure from the hotel. *The final billing statement from the hotel must be submitted for the traveler to receive reimbursement.*

### THE COST OF MEALS PER DIEM WILL BE BASED ON THE FOLLOWING TIERS:

\*\*\*The cost of meals per diem calculations is based on the **State of Louisiana Travel Guide 2008-2009**.

	Breakfast	Lunch	Dinner	Daily Total	Cities
<b>Tier A</b>	\$9	\$13	\$19	<b>\$41</b>	New Orleans + ALL other cities not listed in Tiers B or C
<b>Tier B</b>	\$12	\$16	\$24	<b>\$52</b>	Atlanta, GA; Austin, TX; Cleveland, OH; Dallas/Ft. Worth, TX; Denver, CO; Detroit, MI; Ft. Lauderdale, FL; Galveston, TX; Hartford, CT; Houston, TX; Kansas City, MO; Las Vegas, NV; Los Angeles, CA; Miami, FL; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, FL; Philadelphia, PA; Phoenix, AZ; Pittsburgh, PA; Portland, ME/OR; Sacramento, CA; San Antonio, TX; San Diego, CA; St. Louis, MO; Tampa, FL; Wilmington, DE; all of AK & HI; Puerto Rico; Virgin Islands; American Samoa; Guam
<b>Tier C</b>	\$13	\$18	\$29	<b>\$60</b>	Alexandria, VA; Arlington, VA; Baltimore, MD; Boston, MA; Chicago, IL; New York, NY; Washington DC

### MEALS WILL BE REIMBURSED IN ACCORDANCE WITH THE SCHEDULE BELOW

	When Will I Be Reimbursed?
<b>Breakfast</b>	When travel begins at/or before 6 a.m. on the first day of travel or extends beyond 9 a.m. on the last day of travel, and for any intervening days.
<b>Lunch</b>	When travel begins at/or before 10 a.m. on the first day of travel, or extends beyond 2:00p.m. on the last day of travel, and for any intervening days.
<b>Dinner</b>	When travel begins at/or before 4p.m. on the first day of travel or extends beyond 8:00 p.m. on the last day of travel and for any intervening days.

**Important Notes:** Receipts are not required for routine meals. Meals paid as part of a conference registration fee or provided by NNPHI or another meeting sponsor are not allowable for reimbursement. Reimbursement for alcohol is not an allowable expense. In the event that meal receipts or room service charges are submitted rather than a per diem request, the lesser of the two amounts will be paid to the traveler.

## GRATUITIES

**Ground Transportation:** Gratuities are reimbursable up to 20% of the total fare.

**Valet:** Tips for valet parking should not exceed \$1.00 per in and \$1.00 per out, per day, per location. Concierge fees and Valet parking at airports are not reimbursable expenses.

**Baggage:** Allowance for hotel and airport staff is not to exceed \$1.00 per bag for a maximum of three bags. Tips may be paid one time upon each hotel check-in and one time upon each hotel check-out. For baggage assistance at the airport, tips may be paid one time upon arrival and one time upon departure.

## RECEIPT TRACKER

Expense	Receipt Required	
	Yes	No
Major Transportation (airfare, train fare etc.)	X	
Standard Baggage Check Fees (one bag per one way trip)	X	
Lodging	X	
Parking	X	
Ground Transportation (buses, subways, airport limos, shuttles, taxis, etc.)	X	
Mileage		X
Meals (per diem)		X
Tips		X