

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 lists allowable expenses for reimbursement. This form should be used when submitting a request for reimbursement for business travel. It is the responsibility of all authorized travelers to be informed about this policy.

MODE AND COST OF TRAVEL

Travelers on CEPH business are responsible for making their own travel arrangements. Whenever possible, book travel directly with the airline/railway rather than using a travel agent or travel website to avoid service charges and for ease of making changes to tickets, if necessary.

Travelers are expected to use electronic tickets.

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 e-ticket 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 odometer reading or the MapQuest mileage. 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. Actual cost of lodging will be reimbursed, and on site visits the cost of lodging is often pre-paid by the school or program.

MEALS

Actual costs of meals purchased during travel (travel days as well as actual work 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.

REIMBURSEMENT POLICIES AND PROCEDURES

Original 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 Avenue
Suite 220
Silver Spring, MD 20910-5600

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. CEPH does not provide, nor should any traveler provide, social security numbers to schools and programs. CEPH's tax identification number is 52-1017653.

Schools and programs are expected to reimburse CEPH in accordance with CEPH travel policies for travel expenses incurred as part of the accreditation process.