Travel Reimbursement Policy

HRP resident and manager-level employees are eligible for travel expense reimbursement for approved educational/professional development travel. All travel days and conference attendance must fall within the effective dates of the one’s employment contract and be approved in writing by the Program Director/Supervisor prior to departure. HRP requires attendance for the full duration of the conference, unless approved otherwise in writing prior to departure by the Program Director/Supervisor. Any international travel also requires prior written approval by the HRP Chief Executive Officer. Reimbursements for all related expenses (including registration) will be made upon completion of travel using SAP Concur (www.concursolutions.com). Policies and procedures governing all off-island travel will be determined using the IRS accountable expense plan.

i. **Airport Parking and Transportation**: HRP will reimburse employees up to $40 maximum for airport parking (at the departure airport) OR for transportation to/from the local airport and home. HRP encourages the use of carpools and alternative transportation.

ii. **Expense Allowances**: HRP will reimburse employees for actual expenses incurred while on authorized trips for program business. Reimbursable travel expenses include meals (up to a total average daily amount of $35 per day), lodging and transportation to/from the meeting location. A maximum of 15% tip is allowed on restaurant or transportation receipts. Expenses are subject to any limits established by HRP. Only valid itemized receipts will be accepted for reimbursement. HRP will reimburse for the cost of coach air fare and baggage fee for one checked bag; the individual is responsible for the expense of any upgrades.

HRP does not reimburse for cash tips, business center costs, personal telephone calls, alcoholic beverages, entertainment, in-room movie rentals, laundry service, internet fees, late check-out fees or any other incidental expenses deemed to be excessive or extravagant. Requests for reimbursement of “Room Service” meals must be accompanied by itemized receipts. A copy of the employee’s airline ticket and boarding passes must be submitted with other expense documents as proof of travel. “E-tickets” are acceptable as evidence of ticketing. Screenshots of electronic boarding passes are acceptable.

iii. **Receipts**: A valid receipt contains the vendor name showing detailed itemization and proof of payment. The following items are examples of valid receipts acceptable for reimbursement: itemized documents accompanied by a canceled
check or credit card slip; itemized bills marked “paid,” dated and signed or showing a $0 balance; ground shuttle or taxi receipts showing amount paid, to/from destination and date of travel; travel agent’s invoice showing $0 balance or last page of airline ticket; itemized cash register receipts indicating place of business and date of purchase; or signed itemized receipts on vendor letterhead indicating amount paid and date received. Unreadable receipts are ineligible for reimbursement.

iv. **Reservations:**
When making reservations for conference travel that includes additional personal days or stopovers, a printout of a comparable airfare for direct travel to/from the conference for conference days only must be included. Eligible airfare reimbursement will be the lesser of the actual amount paid or the comparable amount of direct travel that excludes personal days or stopovers.

v. **Automobile Transportation:** When absolutely necessary and with pre-approval by the Program Director/Supervisor, car rental for business travel (e.g. away rotations) may be permitted. HRP will pay the economy/compact car rental rate, state excise tax and rental car surcharge only. The renter is responsible for any loss and/or damage to the rental vehicle, property damage or bodily injury. Supplemental coverage (such as Loss Damage Waiver, Personal Accident Insurance/Personal Effects Coverage, Supplemental Liability Coverage, etc.), non-safety related accessories (such as GPS) and any additions to the rental agreement will not be reimbursed by HRP.

At the conclusion of the trip, and no more than two (2) months from the date of return, the employee must submit to the program for verification and approval, documentation of expenses incurred during the trip. Only valid, itemized receipts will be accepted for reimbursement. Documents submitted after the two-month period will not be eligible for reimbursement.

**Note:** ALL receipts for reimbursement of expenditures during the month of June must be submitted by June 30th.