

# Premere Rehab

<b>SUBJECT:</b>	<b>LAST REVISED</b>
5.01 TRAVEL FOR BUSINESS	4/1/2022

**POLICY:** It is the policy of Premere Rehab to reimburse employees for company related expenses while traveling on company business (items such as meals, lodging, and transportation, in accordance with company policy). Travel for more than 3 weeks falls under policy 5.02 Extended Travel for Business.

## **TRAVEL FOR Normal Business Operations**

**Travel Time:** Travel to and from an employee's primary facility is considered part of standard commute and is not paid time. This includes travel to and from the primary facility on normal workdays, as well as other days that may require the employee to go onsite to complete certain aspects of the job, such as required testing or in-services.

If an employee is asked to start or end their workday at a facility outside the geographic area in which they normally work, a standard commute of **30** minutes each way must be deducted from the total travel time. If you are traveling between facilities, all travel time is paid.

For float and on call employees traveling from your home to the first facility and from the last facility back to your home within your usual geographic area, the standard commute of 30 minutes each way will apply. Traveling between facilities, all travel time is paid.

For hourly employees: Travel time is paid at your usual hourly rate if you travel in a vehicle under your personal control. Travel by airplane, public transportation, bicycles, taxis, ferries or any other form of transportation is paid at \$15.00 per hour. Travel by any of these means must be preapproved and reported to payroll. Only the time in commute is paid; Time waiting for transportation is not paid (i.e. airport layover, waiting for a bus, etc.).

For salaried employees: Travel time is included in your normal salary.

For Infinity at Home employees: Travel time is included in your normal salary.

**Mileage:** Mileage incurred during travel to and from an employee's primary facility is considered part of standard commute and is not paid mileage. This includes mileage incurred during travel to and from the primary facility on normal workdays, as well as other days that may require the employee to go onsite to complete certain aspects of the job, such as required testing or in-services.

If an employee is asked to start or end their workday at a facility outside the geographic area in which they normally work, a standard commute of **30** miles each way must be deducted from the total mileage. If you are traveling between facilities, all miles are paid.

For float and on call employees traveling from your home to the first facility and from the last facility back to your home within your usual geographic area, the standard commute of 30 miles each way will apply. Traveling between facilities, all miles are paid.

Requests for reimbursement **MUST** appear with your current timekeeping method for a given pay period on the day the mileage took place. Mileage between facilities is attributed to the destination facility. You can **ONLY** be reimbursed for mileage that appears with your current timekeeping method. Any mileage you report **AFTER** the pay period will **NOT** be paid.

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- **Mileage is paid THROUGH PAYROLL as a non-taxable item at \$0.52 per mile**
- **Travel time and mileage is paid based on Google Maps or equivalent calculations.** We are not responsible for unusual circumstances such as significant detours/inclement weather necessitating additional mileage/time. Any exceptions must be discussed with the Vice President of Operations for consideration of reimbursement at the Corporate Required Training travel rate (see below).
- **No retro mileage (mileage reported late) will be paid.**

For Infinity at Home employees: Mileage is included in your normal salary and will **not** be reimbursable per the standards above.

## TRAVEL FOR Corporate Required Meetings and Trainings

**Travel Time:** Employees required to travel outside of their normally scheduled working hours for home office training will be paid from home or facility to the training location.

For hourly employees: Travel time is paid at your usual hourly rate if you travel in a vehicle under your personal control during normal business hours. Travel by airplane, public transportation, bicycles, taxis, ferries or any other form of transportation is paid at \$15.00 per hour. Travel by any of these means must be preapproved and reported to payroll. Only the time in commute is paid; Time waiting for transportation is not paid (i.e. airport layover, waiting for a bus, etc.).

Hourly employees required to travel **outside** of their normally scheduled working hours for home office training will be paid from home or facility to the training location at \$15.00 per hour.

For salaried employees: Travel time is included in your normal salary.

**Mileage:** Mileage will be paid under the normal mileage policy.

## TRIP AUTHORIZATION PROCESS (Requiring Lodging, Rental Car, or Airfare)

Proper authorization must be obtained before travel plans are made. At least 30 day advance booking is the expected standard. Specifically, approval is to be granted according to chart below. Please note: **Travel Alert** means that the requesting employee must alert the approving supervisor via email that travel is taking place prior to the actual travel.

Requesting Employee	Lodging	Rental Car	Airfare
Therapist/Assistant	Staffing department according to travel grid	Staffing department according to travel grid	Email notification to be provided to ARD/SDOR
Director of Rehab	ARD approval	ARD approval	ARD approval
Sr Director of Rehab	Travel Alert to ARD	ARD approval	ARD approval
Area Rehab Director			VP approval
RDO			Travel Alert to VP
Sales			Travel Alert to VP
Recruiter	Director approval	Director approval	Director approval
Administrative Staff	Director approval	Director approval	Director approval
Executive team			Travel Alert to President

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It is your responsibility to obtain approval prior to travel and to understand our reimbursement guidelines before spending personal funds, to assure such expenses are reimbursable.

\* **Travel Alerts** are an email method of informing the approving supervisor of upcoming travel and should include date/location and purpose of air travel.

## **TYPE OF TRAVEL**

The cost of all types of travel has been increasing significantly. As technology options such as conference calls, webinars, and new venues grow, a careful assessment should be made as to the necessity of travel.

Consider:

1. Air travel takes not only the plane trip itself, but travel to and from the airport and travel to and from the final destination.
2. The timing of travel will determine if lodging is required, which of course adds to the total cost of the trip.

### **AIR TRAVEL**

Coach class tickets are covered. Any upgrades or enhancements are considered personal expenditures and will NOT be paid by the company. Refer to Travel Time section above for reimbursement. Only the time in commute is paid; Time waiting for transportation is not paid.

Payment of any spouse/companion/family member travel expenses is the employee's responsibility.

### **RENTAL CARS**

Premere Rehab has an agreement with Enterprise for rental vehicle arrangements. Upgrades to our base agreement will NOT be made unless there is an approved business reason (i.e. driving a group of employees, transporting boxes such as for a trade show, etc.). Use of a rental car requires that you have personal vehicle insurance in place. A good driving record is required and convictions for driving related offenses may make you ineligible to obtain a rental vehicle.

### **PERSONAL VEHICLE**

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Your personal automobile insurance covers your travel in your own vehicle even when used for business purposes.

## **LODGING**

Those traveling on behalf of Infinity Rehab are expected to seek modestly priced accommodations that are clean and located in a safe environment. Reservations can be made through the Concur travel application (for those with profiles) or by reaching out to an administrative team member with the ability to make travel arrangements for others.

Each employee is entitled to their own individual room within the approved cost parameters. Where more than one employee is expected to be in the same place overnight, room sharing is encouraged for cost savings when both employees consent to sharing.

Expected hotel costs are to be under \$175 per night (excluding taxes).

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Any upgrades including but not limited to personal telephone, in-room expenses, addition of a family member, or consideration of a pet is strictly the responsibility of the employee, both in the arrangements and cost.

## **Per Diem Amounts for Alternative Arrangements:**

- Should the employee make arrangements other than a hotel (such as staying with friends), a per diem stipend of \$30 will be allowed (taxable to the employee).
- If the employee personally selects housing further than 30 minutes/30 miles from the facility, all the travel time and mileage is deemed standard commute (no reimbursement)

## **MEALS**

We provide reimbursement for itemized meal expenses to a maximum of \$50 per day which is applicable for prior approved trips requiring overnight travel. A general guideline of \$10 for breakfast, \$15 for lunch, and \$25 for dinner will be applied on days that require partial-day travel at the beginning or end of a trip.

Definition of “meal” – the expectation of a meal is a single main entrée (vs two or more entrées), no excessive beverages, for the employee only. Food items purchased in bulk are generally not acceptable but may be approved by the supervisor (such as a box of cereal for multiple meals during extended stays). The maximum allowable is \$50 per day and is subject to supervisor discretion and approval.

Meal reimbursement on partial workdays that involve travel only may be subject to partial approval of the maximum allowable, based on the general guideline above and subject to supervisor discretion. Examples involving supervisor discretion:

1. An employee travels by plane, crossing a time zone, resulting in a full day of travel only. In this case, reimbursement up to \$50 may be granted.
2. An employee leaves after their normally scheduled workday is over. The employee would be granted up to \$25 for dinner for the travel day (evening).
3. An employee works at remote location for full day, stays overnight and returns home the following morning. Employee would be granted up to \$10 for breakfast for the travel day (morning).
4. An employee works at remote location for full day, stays overnight, drives back and stops to do evals at two facilities on the way home. In this case, a meal reimbursement of up to \$25 may be granted for that travel/workday.

## **CANCELLATIONS**

It is the traveler’s responsibility to cancel any travel booked via Concur as soon as possible. If an administrative team member books the travel, the traveler must notify him/her of the change in plans.

If hotel arrangements have been made for you, you are responsible to cancel that reservation to assure there is no charge incurred. If a charge is incurred, the employee is responsible for this cost.