
Document Type: ¹	<input checked="" type="checkbox"/> Policy & Procedure	<input type="checkbox"/> Process Guideline	Adopted:	11/07/2019
	<input type="checkbox"/> Plan	<input type="checkbox"/> System Description	Last Reviewed:	01/01/2019
			Retired:	

Revisions: 11/07/2019

Document Scope: (applies to Policy & Procedure only)

- X – The requirements herein apply only to the GCBH Central Office and its functions.
 - The requirements herein apply, verbatim, to GCBH and its network providers².
 - The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
-

PURPOSE: To define the process by which employees of Greater Columbia Behavioral Health, LLC BH-ASO (GCBH) and official designees and representatives receive reimbursement for expenses incurred by them in connection with their officially assigned duties.

DEFINITIONS

- I. Detailed Receipt – A vendor receipt that includes the date of purchase, the vendor name, an itemized list and unit price of the purchased items, and the total amount. Credit card receipts do not qualify as detailed receipts.

POLICY

- A. GCBH employees, official designees and representatives are entitled to reimbursement for expenses, as defined in the Procedure section below, incurred in connection with their officially assigned duties within and outside of the Region.
- B. Reimbursement is provided only when appropriate authorization and receipts are received.

PROCEDURE

1. Reimbursement vouchers are specific to one individual. Each voucher submitted is certified by the employee, official, or representative who incurred the expenses and is approved by signature of the GCBH Co-Director and/or Finance Director.
2. Reimbursement is provided for the following expenses:
 - 2.1. Whenever possible GCBH staff should use the GCBH company vehicles for business travel. In the event that a GCBH company vehicle is not used for travel, mileage will be reimbursed at the current rate adopted by the Washington State Office of Financial Management. Use of personal vehicles for company travel must have prior approval from the GCBH Co-Director.
 - 2.2. Registration fees, meals, lodging, public transportation, parking fees and bridge or ferry tolls required for participation in work-related audits, meetings, conferences, and educational seminars.

- 2.3. Meals may be authorized when such meal is concurrent with scheduled meetings, trainings, and work assignments. Expenses should be reasonable. Alcoholic beverages are not reimbursed.
3. Expense for which reimbursement is requested are submitted to the Finance department via an approved reimbursement voucher, accompanied with detailed, original receipts, except as provided for below.
 - 3.1. Meal receipts must list the items purchased. Meals included on lodging bills must be accompanied by separate detailed receipts.
 - 3.2. Receipts that are not fully itemized must be accompanied by a signed statement describing the charges and attested to by the employee.
 - 3.3. Lost receipts are reported on an Application for Duplicate Instrument Affidavit per RCW 39.72.010.

APPROVAL



Karen Richardson or Sindi Saunders Co-Directors

11/07/2019

Date

Attachment to Policy FM808 Travel & Reimbursement

Example of Acceptable
Receipt

Example of Unacceptable
Receipt

QUIZNOS SUB STORE #438
(509)374-9494

ORDER # 01041

SM NO CHEESE	2.99
MED DRINK	1.59
SD CAES SLD	2.00
1 SM/LC SD SALAD	-1.59

EAT-IN

	\$ 4.99
TAX TOTAL	\$ 0.42
TOTAL	\$ 5.41
AMEX	\$ 5.41
CHARGE TIP	\$ 0.00
ACCOUNT# :	
AUTH# :	

9907 COUNTER OCT.23.2007
REGI-AM 12:19

Tell us how we are doing!
Go to www.tellquiznos.com
or call (800) 798-3889
and win cash or Gift Cards!

424269043805
QUIZNOS SUB #0438
3187 N KENNEDICK AVE
KENNEDICK, WA 98336
509-374-9494

Merchant ID: 300083448612 Ref #: 018
Term ID: 004

Sale

XXXXXXXXXX1015
AMEX Entry Method: Swiped
10/23/07 12:21:38
Inv #: 000018 Appr Code: 521233
Apprvd: OnLine Batch#: 000239
Total: \$ 5.41

Customer Copy
THANK YOU!