

Document Type:<sup>1</sup>

☒ Policy & Procedure ☐ Process Guideline  
☐ Plan ☐ System Description

Adopted: 1/1/2019

Last Reviewed: 4/10/2023

Retired: \_\_\_\_\_

Revisions: 11/07/2019, 3/25/2022

**Document Scope:** (applies to Policy & Procedure only)

- ☒ The requirements herein apply only to the GCBH BH-ASO Central Office and its functions.
- ☐ The requirements herein apply, verbatim, to GCBH BH-ASO and its network providers<sup>2</sup>.
- ☐ The requirements herein apply both to GCBH BH-ASO and its network providers<sup>2</sup>. 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 BH-ASO) 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 BH-ASO 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.

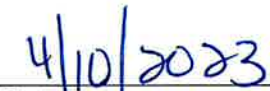
## PROCEDURE

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 BH-ASO Co-Director and/or Finance Director.
2. Reimbursement is provided for the following expenses:
  - 2.1. Whenever possible, GCBH BH-ASO staff should use the GCBH BH-ASO company vehicles for business travel. In the event that a GCBH BH-ASO 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 a GCBH BH-ASO 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

  
\_\_\_\_\_  
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

TAX TOTAL	\$ 4.99
TOTAL	\$ 0.42
	\$ 5.41

AMEX	\$ 5.41
CHARGE TIP	\$ 0.00
ACCOUNT#	:
AUTH#	:

9907 COUNTER OCT.23.2007  
REG1-AM 12:19

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3107 N KENNEDICK AVE  
KENNEDICK, WA 99336  
509-374-9494

Merchant ID: 300003448612  
Term ID: 004 Ref #: 018

**Sale**

XXXXXXXXXX1015

AMEX Entry Method: Swiped

10/23/07 12:21:38

Inv #: 000018 Appr Code: 521233

Apprvd: Online Batch#: 000233

Total: \$ 5.41

Customer Copy  
THANK YOU!