

TRAVEL AND EXPENSE REIMBURSEMENT

Applicability: This policy applies to all non-union employees.

Oak Hill shall reimburse employees for all authorized ordinary and necessary expenses associated with the performance of their job duties and responsibilities including, but not limited to, travel expenses.

Oak Hill shall reimburse employees for business use of their own vehicles at the applicable IRS rate.

All non-direct care staff who are required to travel overnight for job-related reasons shall be reimbursed for reasonable expenses associated with such trip including hotel, meals, food (excluding alcohol), public transportation, vehicle mileage, parking, and other ordinary and necessary expenses. Employees seeking reimbursement shall report their expenses in accordance with any procedures required by the Finance Department. Oak Hill reserves the right to question the nature and purpose of any expense for which an employee seeks reimbursement.

While Oak Hill covers most business-related expenses on a reimbursement basis, an employee may apply for a cash advance prior to incurring any such expenses in accordance with the practices and procedures developed by the Finance Department.

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