

2024 Council Travel Reimbursement Guidelines

Purpose of the Policy

The Council Reimbursement Policy provides guidelines and expectations for reimbursement to Vizient's Council members.

Meeting Expense Process

This process allows Vizient to decrease costs and streamline the expense process, putting all expense payment activity into the master billing system for Vizient.

Timeline

The deadline for submission of expense reports is within **14 days** following the close of your meeting.

Accommodations

- Vizient will cover all hotel nights required for attendance at your live council meetings.
- Hotel room nights and taxes are master billed to Vizient.
- Vizient will not cover room nights if you choose to stay at a different hotel/location.
- Any additional room nights before or after the meeting dates are the responsibility of the attendee.

Air Travel

- All flights must be booked through Colwick Travel and master billed to Vizient.
- If another travel agent is used to book the airfare, transportation or hotel, the expenses will be the responsibility of the attendee.
- Council members are expected to book their flights at least 30 days in advance, allowing Vizient to obtain the lowest fares possible for effective meeting expense management. Colwick Travel will work with travelers to find the lowest reasonable fare.
- Vizient will pay all airline penalty and rebooking costs based on approval from Vizient.
- If a ticket cancellation needs to be made, notify Vizient staff. The airline credit will be used for the next live meeting.
- Departure flights should be at least two hours after published meeting adjournment to ensure that members are engaged through the full course of the meeting.
- Vizient does not compensate for upgrades of any kind. This includes first class, priority boarding, preferred seating, airline club passes, etc.

Ground Transportation

- Please arrange for your own ground transportation -
 - To and from your home airport.
 - From the airport in your destination city to your hotel.
 - From the hotel back to the airport unless you are informed of other arrangements such as shared rides organized by your meeting specialist.
- Please save your receipts as Vizient reimburses for travel related expenses -
 - Taxi or shuttle charges to and from the airport, hotel and/or meeting room.
 - Mileage reimbursement is .67 cents per mile.
 - Airport parking.
- Vizient approval is required in advanced for use of personal vehicle as transportation to/from a meeting over 500 miles distance.

- Mileage reimbursement by the IRS mileage rate includes the cost of gas for your business-related miles. As such, you can't add your gas expenses if you use the standard mileage rate. Mileage reimbursement by the IRS mileage rate does not include the cost of tolls.
- Vizient does not reimburse for automobile rental. If a vehicle is rented, the full expense is the responsibility of the member.

Meals

- Dinners and activities are considered part of the meeting and attendance is expected. Confidential information could be discussed during these times, attendance is limited to council/task force members, unless otherwise noted.
- Additional meals will become the responsibility of the member if they choose to forgo a meeting or event where a meal is provided.
- Alcohol-related expenses outside of the organized meeting activities are the responsibility of the member and will not be reimbursed.
- Travel-related meals in transit are reimbursed by Vizient. Travel-related meals include meals purchased while traveling to and from the council meeting with a limit of \$80 per day.

Other Expenses

- Internet charges up to \$20 per day will be reimbursed.
- Vizient will not reimburse for charges incurred to use the wireless internet on-board an airplane.
- Any incidentals or personal expenses which you may have are your responsibility.

Required Receipts and Documents

Council Members must submit receipts to support all travel expenses (meals, parking/tolls, taxi, etc.) and other business expenses equal to or greater than \$25, excluding tips and mileage.

Lost Receipts

When an original receipt cannot be provided, Council Members must submit a Lost Receipt Form which can be obtained by a council specialist. The Lost Receipt Form must be signed and sent to the specialist for approval. The Lost Receipt Form will be submitted to accounting on the member's behalf.

Vizient Funding Not Permitted

If any Council Member's organization precludes accepting Vizient funding for travel and expenses related to attending their council meetings, the member must notify Vizient of this preclusion. Subsequently, the council member's electronic profile will be flagged as an individual payer and Vizient will process travel arrangements, hotel expenses and miscellaneous expenses in strict accordance with the organization's own policy.

Questions?
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