
Councils travel reimbursement guidelines

Policy purpose

The council travel reimbursement policy provides reimbursement guidelines and expectations to Vizient™ council members.

Meeting expense process

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

Accommodations

- Vizient will cover or reimburse costs for all hotel nights required for member attendance at live council meetings.
- Hotel room nights and taxes are master-billed to Vizient.
- Arrangements and costs for any additional room nights before or after meeting dates are the responsibility of the attendee.

Air travel

- All flights must be booked through Carlson Wagonlit Travel and master-billed to Vizient.
- If council members use another travel agent or means to book airfare, transportation or hotel, the expenses will be the member's responsibility.
- Vizient expects council members to book their flights at least 30 days in advance, allowing Vizient to obtain the lowest fares possible. Carlson Wagonlit will work with travelers to find the lowest reasonable fare.
- Vizient will pay all airline penalty and rebooking costs based on approval from its senior director of council operations.
- If members need to cancel a ticket, they must notify Vizient staff. Vizient will use the airline credit for the next live meeting.
- Schedule flights to depart at least two hours after published meeting adjournment to help ensure full engagement through the entire meeting.
- Vizient does not compensate for upgrades of any kind. This includes first-class, priority boarding, preferred seating, airline club passes, etc.

Ground transportation

- Council members should arrange for their own ground transportation:
 - To and from the home airport

- From the airport in the destination city to hotel
- From the hotel back to the airport, unless informed of other arrangements, such as shared rides organized by the meeting specialist
- Please save receipts, as Vizient reimburses for travel-related expenses such as:
 - Taxi or shuttle charges to and from the airport, hotel or meeting room
 - Mileage reimbursement at the then current allowable rate per mile
 - Airport parking
- Vizient requires its approval in advance for use of personal vehicles as transportation to and from a meeting more than 500 miles in distance
- Vizient does not reimburse for automobile rentals. For any vehicle rentals, the full expense is the responsibility of the council member.

Ground transportation

Vizient provides meals during published meeting times, considers these meals as part of the meeting agenda, and expects members' attendance.

- Additional meals are the council member's responsibility if they choose to forgo a meeting or event where Vizient provides a meal.
- Vizient does not reimburse costs for alcohol-related expenses outside of organized meeting activities, and such expenses are the responsibility of the member.
- Travel-related meals are reimbursable by Vizient. These include meals purchased while traveling to and from council meetings, with a daily limit of \$80.

Other expenses

Vizient will reimburse for internet charges up to \$20 daily.

- Vizient will not reimburse for charges incurred to use wireless internet onboard an airplane.
- The cost of any incidentals or personal expenses council members may incur are their responsibility.

Required receipts and documents

Council members must submit receipts to support all travel expenses (meals, parking and tolls, taxis, 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, who will then submit the form to Vizient accounting on the member's behalf.