




AMENDMENT NO. 1

OPERATING PROCEDURE NO. 10-10

DATE: February 15, 2023

TO: All NYC Health + Hospitals Staff

FROM: Mitchell Katz, M.D. 
President and Chief Executive Officer

SUBJECT: Rates Update to Operating Procedure 10-10

Please be advised that effective February 15, 2023, Operating Procedure 10-10 is updated as follows:

Section 2.4.8.2 A Reimbursement Rates:

The maximum daily lodging allowance (excluding applicable taxes) is as posted on the GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The website will have to be queried for the particular destination that the employee is authorized to travel and subject to the rates published for the particular month of travel.

Reimbursement of travel related incidental expenses for gratuities given to porters, baggage carriers, and hotel staff is limited to no more than \$10 total for each trip: \$5 for the first day and \$5 for the last day of travel.

Section 2.4.9.1 Meal Allowance:

The maximum daily meal allowance will be the **sum total of the breakfast, lunch, dinner, rates**, inclusive of gratuities, as they appear on the U.S. General Services Administration (GSA) website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The rates are reported under the Travel, Meals and Incidental Expenses section of the site. The reimbursable rate will be specific to the location where employees are approved to travel, as reported on the GSA website. Please follow the instructions on the website, address: <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>, to determine appropriate effective rates at time that expense(s) was incurred.

Section 2.4.9.2 Meal Allowance for Out-of-Town Business Trips:

Reimbursement for **breakfast, lunch, dinner** will not exceed, inclusive of gratuities, the rates in those categories as outlined in the following GSA website:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>. The rates are reported under the Travel and Meals & Incidental Expenses section of the website. The rates will be specific to the location where employees are approved to travel, as reported on this website. Please follow the instructions on the website, address:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown> to determine appropriate effective rates at time that expense(s) was incurred.

Section 4.2.2.1 Meetings with Non-H+H Employees Conducted Outside an H+H Facility:

Reimbursement for **breakfast, lunch, dinner**, inclusive of gratuities, will not exceed the rates in those categories as outlined in the following GSA website:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>. The rates are reported under the Travel and Meals & Incidental Expenses section of the website. The rates will be specific to the location where meeting is held, as reported on this website. Please follow the instructions on the website, address: <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>

to determine appropriate effective rates at time that expense(s) was incurred.

Section 4.2.2.2 Meetings with Non-H+H Employees Conducted in an H+H Facility:

Reimbursement for food and/or non-alcoholic beverages is limited to \$7.00 per person.

Section 4.2.3 Meetings and Training Sessions with H+H Personnel:

Reimbursement for **breakfast, lunch**, will not exceed the rates in those categories, inclusive of gratuities, as outlined in the following GSA website:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>. **If the meetings extend beyond the normal hours of business, the dinner rate will be the same as the lunch rate on the GSA site.**

The rates are reported under the Travel and Meals & Incidental Expenses section of the website. The rates will be specific to New York City, as reported on this website. Please follow the instructions on the website, address:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown> to determine appropriate effective rates at time that expense(s) was incurred. As an example, as of December 2022, the effective rates are:



Breakfast	\$18
Lunch/Dinner	\$20

All other terms and documentation requirements set forth in OP 10-10 remain the same.


If you have any questions regarding this update, please contact the Corporate Comptroller's Office.

March 26, 2014

Alan D. Aviles
President

OPERATING PROCEDURE NO. 10-10*
OFFICIAL TRAVEL AND MISCELLANEOUS BUSINESS EXPENSE

TO: Distribution "D"

FROM: Alan D. Aviles 

I. PURPOSE

To set forth the policy and procedure for authorization and reimbursement of travel (local and out-of-town), HHC provided meals and refreshments, and specific miscellaneous expenses incurred by Corporate employees in the conduct of official duties.

II. SCOPE

- A. This procedure applies to all facilities of the Corporation and Central Office.
- B. It applies to all HHC employees (including the President) when engaged in official business on HHC's behalf.
- C. This procedure does not apply to the Board of Directors, including the Chairperson of the Board.
- D. Consultants
 - 1. Out-of-pocket expenses described in paragraph (II, D, 2), below, which are incurred by Consultants in furtherance of HHC business, are reimbursable to the extent those expenses:
 - a. are authorized in advance in the relevant consultant agreement (HHC 670, for individuals; HHC 433, for business firms); and

* This procedure supersedes Operating Procedure 10-10, Official Travel and Miscellaneous Business Expenses, dated November 5, 2001, and all changes thereto, is effective immediately and applies retroactively to July 1, 2013.

- b. do not exceed the maximum amount set forth in the relevant section of this Operating Procedure; and
 - c. are supported by the documentation specified in the relevant section of this Operating Procedure.
2. Only the following categories of business expenses may be authorized on behalf of consultants:

<u>TYPE OF EXPENSES</u>	<u>RULES APPLICABLE</u>
Local Travel	2.2 (Commuting) 2.3.1 (Taxis) 2.3.3 (Personal Car)
Out-of-Town Travel	2.4 (All sections)
Business Meetings	4.0 (All sections)

3. Exceptions may be approved only by the President (or designee) before expenses are incurred.

E. This procedure does not apply to tuition reimbursement payments made pursuant to Collective Bargaining Agreements.

F. The requirements of this Operating Procedure will not apply to travel and travel-related expense which are required by a research grant or contract and which are specifically included in the budget for the subject project. However, if the grant does not specify or restrict the amount of such expenses, then this OP shall apply,

III. RESPONSIBILITY

A. The primary responsibility for adherence to this policy rests with the President (or designee), the Executive Vice President, Senior Vice Presidents[†] and Executive Directors. Prior written authorization of expenses by one of the above individuals is required to secure reimbursement.

B. All exceptions to Corporate policy, not otherwise provided for in the Operating Procedure, shall require the written approval of the President (or designee).

C. Facilities and Central Office Cost Groups must maintain activity reports of all authorizations for travel and miscellaneous business expenses. These activity reports

[†] At all times, for the purpose of this procedure, whenever the title Senior Vice President is used, it shall include Central Office Senior Vice Presidents, Network Senior Vice Presidents, the General Counsel and the Inspector General, unless otherwise indicated.

must include at least the following information: employee's name, title, dates of conference/travel, location of conference/travel, category of travel, and total cost of travel or conference attendance.

- D. Reimbursement of expenses, as well as compliance with this policy, is subject to audit and review by the Office of Internal Audits and the Inspector General. Authorizations by the Senior Vice Presidents and Executive Directors are subject to post-audit by the President's designee. If a post-audit discloses abuse of this policy, the President (or designee) may revoke, in whole, or in part, the authority of a Senior Vice President or Executive Director to grant prior authorization of expenses as outlined in this Operating Procedure.
- E. Unless specifically stated otherwise, original receipts or reproductions shall accompany all expense reimbursement requests. Except as otherwise stated herein, handwritten receipts and credit card slips without a detailed breakdown are not acceptable.
- F. The expense reimbursement request shall be approved by the cost group manager. In the event that the payee is the cost group manager, the reimbursement request must be approved by the cost group manager's superior.

IV. TABLE OF CONTENTS

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Attachments:

- 1. Expense Reimbursement Request -Form HHC 273 (R July 84)
- 2. Motor Vehicle Accident Report -Form HHC 370
- 3. Out-of-Town Travel Request and Conference/Seminar Attendance Authorization -Form HHC 495 (R Jan 87)
- 4. Justification for Membership in Professional Organization -Form HHC 1095
- 5. Miscellaneous Payment Request -Form HHC 1166
- 6. Local Conference, Seminar, Training, Attendance Authorization -Form HHC 2314

1.0 GENERAL INFORMATION

1.1 Forms and Receipts

HHC forms submitted in connection with reimbursement requests must bear original signatures, not reproductions. Unless specifically excepted in these procedures or otherwise required by applicable grants or other funding arrangements, expenditures shall be evidenced by original or reproduced receipts. Receipts shall be attached to reimbursement claims when filed.

1.2 False Reporting of Expenses

Employees are advised that filing of false or fraudulent expense reports is a criminal offense under State statute. Section 175.35 of the Penal Law states: "A person is guilty of offering a false instrument for filing in the first degree when, knowing that a written instrument contains a false statement or false information, and with intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, he offers, presents it to a public office, public servant, public authority or public benefit corporation with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office, public servant, public authority or public benefit corporation."

Offering a false instrument for filing in the first degree is a class E felony.

1.3 Reimbursement from Other Sources

No expense reimbursement request shall be made or filed which seeks reimbursement from HHC for expenses that have been reimbursed by other sources or previously by HHC.

1.4 Conflicts of Interest Prohibited

The standards of conduct governing employees that are set forth in Chapter 68 of the New York City Charter are applicable to these procedures. Employees may not attend a meeting or conference, nor engage in any official travel, for which expenses are paid, in whole or in part, by a current or prospective vendor or contractor to the Corporation unless otherwise authorized in advance by the President's designee.

1.5 Claiming Another Person's Expenses Prohibited

Unless specifically exempted in this procedure, only the actual person for whom the reimbursable expenses have been incurred may seek and obtain reimbursement. Employees should not incur expenses for other employees.

1.6 Timely Requests for Reimbursement

Unless specifically excepted in these procedures, requests for reimbursement shall be submitted within 90 days of the expenditure.

2.0 TRAVEL

2.1 Definitions

2.1.1 "Local Travel" is travel within the five boroughs of New York City.

2.1.2 "Out-of-Town Travel" is travel outside of the five boroughs of New York City.

2.1.3 "Foreign Travel" is travel outside of the continental United States.

2.1.4 A "primary work location" is the office or location where an employee is officially assigned and from which work is conducted on a permanent basis.

2.1.5 A "field location" is a location other than the employee's primary work location where the employee is assigned or must visit on a temporary basis.

2.1.6 "Commuting" is travel between an employee's home and "primary work location".

2.2 Commuting

Commuting costs are not reimbursable, except as described in Section 2.3.3.4.C.

2.3 Local Travel

Public transportation shall be used whenever practicable, except as follows:

2.3.1 **Taxis**

2.3.1.1 Taxis may be used only when:

- Public transportation is not practical;
- Heavy packages, files and/or safeguarding of HHC's property are involved;
- Special court-ordered activities necessitate their use;
- Otherwise warranted by extraordinary circumstances, which shall be justified in writing.

2.3.1.2 Expense reports must detail purpose of use, origin and destination of trip, and time of day (if applicable). Reimbursement will be given for taxi or livery services fares that are documented on cards provided by the service provider and completed by the employee.

2.3.2 **Car Service (Central Office Only)**

2.3.2.1 Temporary Use of A Self-Driven Vehicle

Employees who do not have a vehicle assigned to them and who require the temporary use of a vehicle during the day, overnight or over a weekend for official HHC business must request prior authorization from the Central Office Transportation Unit. (When using the Corporate Car Pool, the guidelines of Operating Procedure 170-2, "Automobile Policy," shall apply.)

2.3.3 **Personal Car**

2.3.3.1 General Requirements for Use of a Personal Car

- A. A personal car may not be used at a cost exceeding that of a taxi.
- B. A personal car may only be used when it is essential to HHC needs and public transportation is not available or expedient. (Documentation of such need by the requestor is required.)

- C. Employees who are involved in an accident while using a personal car for official HHC business must report the accident to the Central Office Transportation Director immediately, followed by a written report (Form HHC 370 "Motor Vehicle Accident Report") within one week. (New York State requires that any accident occurring in New York State causing death, personal injury or damage over \$1,000 to the property of any one person be reported within 10 days, using form MV 104. Failure to do so within 10 days is a misdemeanor. This form is available from any NYS Department of Motor Vehicle office. A copy should be annexed to Form HHC 370 and submitted to the Central Office Transportation Director.) If for medical reasons the employee is unable to report the accident to Central Office his/her supervisor must do so.

2.3.3.2 Reimbursable Items and Rates

- A. Mileage reimbursement is at the current rate determined by the IRS's federal standard mileage rates for actual approved usage. The Corporate Comptroller's Office is responsible for issuing related notices whenever the IRS standard mileage rate is changed. Expense reports must indicate all odometer readings beginning and ending each business trip or, in the alternative, at the election of the employee, may be supported by a print-out from a web mapping service (such as provided by Mapquest and other internet sites).
- B. Tolls and parking fees are reimbursable with proper receipts. Long-term airport parking in excess of five (5) consecutive business days is not reimbursable.
- C. Car repairs are not reimbursable.
- D. Gasoline, motor oil and other vehicular fluids are not reimbursable.
- E. Parking tickets and motor vehicle violations incurred during the conduct of HHC business are never reimbursable, regardless of whether obtained in connection with the operation of an HHC-owned, personal or rental vehicle at a local or long distance location.

2.3.3.3 Reimbursement Procedure

To obtain reimbursement for authorized use of a personal car on official business:

- A. Fill out Form HHC 273 "Expense Reimbursement Request" (Attachment 1). Attach documentation that the request to use a personal car was approved by the appropriate party.
- B. Under "Description," enter the starting point and destination of each official trip, mileage, and odometer readings. Show the daily expense, parking, and toll charges, if any, under "Auto/Travel Expense." Attach all toll and parking receipts.
- C. If an employee who is authorized to use a personal car travels directly to a field location from home (without stopping at the primary location), the employee may claim the entire mileage from home, minus the normal mileage to work (to the extent the employee normally drives from home to work), which must be separately indicated on the Expense Reimbursement Request (HHC 273). The same is true if an employee leaves from a field location to return home. When a private car is used for authorized out-of-town business travel, the normal mileage of travel to work may be claimed and reimbursed.
- D. Mileage between all points shall be based on the employee's actual odometer mileage for that particular trip, or mileage as shown if employee chooses alternative as identified in 2.3.3.2.A.

2.3.3.4 Occasional Use of an Automobile

A. **Definition**

"Occasional use" of an automobile is defined as not more than five (5) times in any calendar month.

B. **Responsibility**

Authorization by an Associate Executive Director or Central Office Cost Group Manager (or higher) is required prior to the occasional use of a personal car for official HHC business.

C. **Requirements**

Reimbursable occasional use of a personal car will be authorized only:

- for travel from home to a primary work location and back on an employee's normal day off when that employee is not otherwise eligible for overtime pay nor a meal allowance; or
- when an employee is required by supervision to work more than three (3) hours beyond his/her regular hours; or
- when an employee is required to work at a field location and additional travel expenses result (reimbursement is limited to the additional cost); or
- for out-of-town travel under circumstances described in Section 2.4

D. **Liability**

HHC is not liable for accidents incurred by employees who use their personal cars on an occasional basis.

2.3.3.5 Regular Use of an Automobile

A. **Definition**

"**Regular use**" of an automobile is defined as more than five (5) times in any calendar month.

B. **Responsibility**

It is the responsibility of the Senior Vice Presidents to ensure that employees in their Networks or Divisions, who use personal cars on a regular basis for official HHC business, have received the appropriate authorization from the President's designee.

C. **Procedure**

- 1) Senior Vice Presidents must submit, for approval by the President's designee, a request that an employee be included on the Corporation's approved list for use of a personal car on official business. The request must include:
 - name and title of the employee;
 - justification for approval;

- identification of automobile used; and
- proof that the employee holds an insurance policy for at least six months of coverage issued by a New York State licensed insurance company, specifically covering business use and containing an endorsement coinsuring or naming as additional insureds the New York City Health and Hospitals Corporation. The policy must contain a minimum personal injury liability of \$100,000-\$300,000 and a minimum property damage liability of \$25,000.
- a copy of a valid driver's license. (The Central Office Director of Transportation Services will conduct a license inspection with the NYS Department of Motor Vehicles. The President's designee may not approve an employee for regular use of a personal car for official HHC business until the Director of Transportation Services verifies that the employee has a safe driving record.)

2) The Network Senior Vice President must submit the following documents to the facility Accounting Department:

- copy of letter of authorization;
- a copy of the employee's driver's license; and
- a valid certificate of insurance as described above.

D. Validation Period

Approvals will be valid for one year from the date they are granted, or until the employer's insurance naming HHC as a co-insured expires, whichever is sooner.

E. Additional Reimbursable Items

The additional insurance premium cost incurred by an employee, authorized for "regular use of a personal car," resulting from adherence to this procedure is reimbursable only if the employee has submitted to the Senior Vice President or Executive Director a statement from the employee's insurance carrier specifying the

extra charges for business use coverage, including naming HHC as additional insureds.

2.4 **Out-of-town Travel**

2.4.1 **Responsibility**

2.4.1.1 Senior Vice Presidents, Executive Directors, Chief Operating Officers, or Cost Group Managers (or the President's designee in the case of the President, Senior Vice Presidents, and direct reports to the President) will approve employees' out-of-town travel requests.

2.4.1.2 The President's designee shall approve out-of-town travel requests in situations when the Senior Vice President or Executive Director has determined that more than 3 individuals should make the same trip.

2.4.1.3 The President (or President's designee in the case of the President) shall approve in advance in writing all requests for travel outside the continental United States.

2.4.2 **General Information**

2.4.2.1 Authorization

A trip will be authorized only when its purpose is directly related to the official business of the Corporation, for gaining professional information, or for public relations purpose. (See Section 3.0 for specific regulations relating to conferences.)

2.4.2.2 Billing

The cost of travel will be billed to the cost center to which the traveler is assigned.

2.4.2.3 Limit on Number of Trips for Specified Purposes

Out-of-town travel taken for conferences, conventions, lectures, and seminars is limited to two trips per fiscal year for all HHC employees. (The President's office is not subject to this restriction.)
The following exceptions apply:

- A. Out-of-town travel taken for the purpose of maintaining certification or licensure required by regulatory agencies, as well as trips taken in fulfillment of contractual obligations, or to attend regulatory, administrative or accreditation meetings, are excluded from the limitation.
- B. Out-of-town travel taken for the purpose of representing the Corporation at the request of the President's office will be excluded from this limitation.
- C. Employees of the Office of Intergovernmental Relations who attend business meetings (not conferences) in a lobbying or advocacy role will not be required to obtain prior authorization from the President's designee, and will be excluded from the out-of-town travel limit.

2.4.2.4 Economic and Efficient Means of Travel

Except as otherwise provided in these procedures, the most economical and efficient means of travel and lodging must be selected. Round-trip or other reduced-fare arrangements must be used when available.

2.4.2.5 Discounts for Future Travel

Coupons, reduced-fare vouchers, or special boarding passes for discount travel in the future obtained on trips paid for by HHC, if transferable, should be accepted and submitted to the President's designee for use throughout the Corporation. If not transferable, the employee shall utilize the voucher, whenever possible, for his or her subsequent HHC business travel.

2.4.3 **Application Procedure**

2.4.3.1 Time by Which to Submit Request

Employees must receive authorization for out-of-town travel on Form HHC 495 ("Out-of-town Travel Request and Conference/Seminar Attendance Authorization")[†] at least five days

[†] Each department is required to maintain its own control numbering system for use with Form HHC 495. A "Department Control Number" shall be inserted in the upper right box on that form; that number shall be entered into the OTPS Management System in the "Remarks" field. When submitting an Expense Reimbursement Request

in advance of the planned trip. Under circumstances identified in Sections 2.4.1.2 and 2.4.1.3 above, the President and Senior Vice Presidents must request from the authorized party approval at least 10 days in advance.

2.4.3.2 Justification

HHC Form 495 must include a description of the purpose of the trip, including the necessity of the trip as well as the benefit to HHC. Supporting documentation --literature, brochures, agenda -- showing program content, dates, fees and other expenses shall be attached, when available.

2.4.3.3 Authorization

The authorizing executive shall carefully review each request for out-of-town travel to confirm that the objective cannot be achieved through communication by mail or telephone and the length of the proposed trip is consistent with the employee's job assignment. The authorizing executive shall examine the estimated expenses for reasonableness and to ensure that they comply with Corporate policy. The authorizing executive will monitor and control the number of trips made by employees.

2.4.4 **Late Requests**

When, due to unplanned or last minute travel needs, a request cannot be submitted at least 5 workdays before planned departure, written approval by fax or e-mail may be obtained from the President's designee. (No travel advance shall be payable under these circumstances.)

2.4.4.1 The caller shall provide by fax or e-mail at least the following information:

- destination
- dates of departure and return
- mode of travel
- place of accommodation (if any), and cost (if known)

(Form HHC 273) upon return from the trip, this Department Control Number shall be indicated in the expense description area of Form 273. This number shall also be entered into the OTPS Management System in the "Remarks" field.

- purpose of trip and reason for late request
- appropriate authorization from the Executive Director or Senior Vice President.

2.4.4.2 The President's designee shall transmit a written memo of confirmation to the employee.

2.4.4.3 A properly completed form HHC 495 (Out-of-town Travel Request and Conference/Seminar Attendance Authorization), and a copy of approved confirmation memo, shall be submitted to the traveler's authorizing executive within 5 workdays after return from travel.

2.4.5 **Advances for Travel Expenses**

2.4.5.1 Permissible Amounts

Advances are permissible up to seventy-five percent (75%) of an individual's estimated out-of-pocket expenses to be incurred, exclusive of advance payments made directly to a hotel, travel carrier/agent, or conference offerer.

2.4.5.2 Submitting a Request

To obtain an advance check for estimated travel expenses, a fully approved Form HHC 495 for each traveler must be received by the relevant Accounts Payable Department no later than 5 workdays prior to the planned trip.

2.4.5.3 Accounting for Expenses

- A. The traveler must account for expenses within fourteen (14) calendar days after completion of the trip, by submitting a fully executed Expense Reimbursement Request (Form HHC 273) together with supporting documentation of actual expenses.
- B. Failure by the traveler to account promptly for an advance may result in the withholding of the advanced amount from his/her paychecks until s/he submits the properly completed expense report.

2.4.6 **Reimbursement Procedure**

2.4.6.1 When seeking reimbursement for out-of-town travel, a separate, fully completed Form HHC 273 (Expense Reimbursement Request) shall be submitted for each traveler with a copy of the approved Form HHC 495. (The relevant "Department Control Number," copied from the traveler's approved HHC 495 shall be noted on the HHC 273). All claimed expenses must be supported by original receipts for transportation, lodging, and car rental, and for other expenses.

2.4.6.2 If the actual cost of the trip exceeds the estimated cost, as shown on the approved HHC 495, by more than 10%, those additional expenses may be reimbursed if a supplemental approval for payment, signed by the executive who authorized the trip, together with adequate written justification for the additional expenses, is submitted with the payment request. Discretion should be used in issuing supplemental approvals.

2.4.6.3 An employee will not be reimbursed for travel or lodging paid using credits or coupons or any other form of payment that is not cash or credit card unless the employee gets prior written approval from the Office of the Corporate Comptroller.

2.4.6.4 Rules that Apply to the President

To the extent the President has expended monies on behalf of others while engaged in HHC business (as authorized in Section 2.4.9.6), those expenditures shall be separately reflected on the Expense Reimbursement Request (HHC 273). If the Corporation's charge card account was utilized to pay such expenses, a Miscellaneous Payment Request (Form HHC1166) shall be utilized, payable to the charge card company, supported by the details of each expense incurred on behalf of others.

2.4.6.5 Maintaining a Record

All authorizations and payment vouchers must be maintained for seven years in one location and available for audit.

2.4.7 **Modes of Travel**

2.4.7.1 Air Travel

- A. If practical, group transportation to and from airports (e.g., airport subway, airport bus) should be used rather than a taxi or personal car.
- B. Scheduled air carrier and coach or other most economical service that is available shall be used.
- C. The President (or designee) shall authorize first class service only upon the submission of adequate written justification that: there is a necessity to take a particular flight and that all less costly seats are unavailable, or that other extraordinary circumstances exist.
- D. Optional flight insurance is not reimbursable.

2.4.7.2 Train Travel

- A. When train travel is used, coach service shall be used, except as provided in paragraphs 2.4.7.2 C and D, below.
- B. An employee need not use train service in lieu of air travel simply based on cost, when air travel is more practicable in terms of time and efficiency.
- C. First-class chair is permitted for daytime trips of over 300 miles.
- D. First-class chair or sleeper service may be used when traveling overnight.

2.4.7.3 Bus Travel

When available and practical, bus travel may be used for short trips.

2.4.7.4 Personal Car

The procedures for use of a personal car, Sections 2.3.3 and 2.3.4 shall pertain. Actual mileage driven (portal to portal) shall be reimbursable.

2.4.7.5 Rental Car

Car rental is permitted only under extraordinary circumstances and with the prior approval of the Senior Vice President. Rental cars should not be used when the total cost of alternate ground transportation will be less than the cost of the car rental.

2.4.8 **Lodging**

2.4.8.1 Requirements

A daily allowance for lodging is available only when the out-of-town business is more than seventy-five (75) miles from home and:

- will continue the following day or
- will necessitate arrival at home later than 9 P.M. on the same day of travel, or
- if staying additional nights, either prior to, or subsequent to the date(s) of the meeting or training, results in a net savings to HHC. (As an example, this rule may be applied when savings afforded by a Saturday night stay, results in a lower net cost to the Corporation, due to airline pricing structures.)

2.4.8.2 Reimbursement Rates

A. The maximum daily lodging allowance (excluding applicable taxes) is:

- \$250 for New York City and White Plains, NY;
- \$200 for the District of Columbia (and metropolitan area), Massachusetts (Boston, Cambridge and Falmouth only), California (Palo Alto, San Francisco, and Sunnyvale only), New Jersey (Piscataway, Princeton and Mercer County only), Pennsylvania (Philadelphia and Hershey only); and
- \$150 for all other locations within the United States.

B. Government rates should be requested when reserving a room.

C. To the extent that adequate accommodations are not available within this limitation, the authorizing executive may approve payment of reasonable expenditures above the maximum daily lodging allowance, based on adequate written justification.

Justification may be described on Form HHC 495 or by a memo attached to Form HHC 495.

- D. The maximum daily rate may be exceeded, when the hotel is the actual meeting location of an out of town seminar, conference, lecture or convention attended pursuant to Section 3.0 and no room at the maximum daily rate or less is available at the hotel.
- E. A copy of the Corporation's tax-exempt status certificate should be presented when registering. Room taxes will be reimbursed in instances where the Corporation's exempt status is not accepted.
- F. The President may expend reasonable rates for lodging.

2.4.9 **Meal Allowance**

- 2.4.9.1 The maximum daily meal allowance is \$65 (as set forth in paragraph 2.4.9.2, below), including gratuities, less the value of meals that are provided at a meeting or are paid for or included as part of a program or registration fee.
- 2.4.9.2 When an out-of-town business trip requires meals away from home or work location, reimbursement of such meals is allowed at the following rates, inclusive of tips, without the need to submit receipts:
 - Breakfast \$12
 - Lunch \$18
 - Dinner \$35
- 2.4.9.3 When returning home, the traveler may not claim dinner costs if he or she will arrive there before 9 P.M.
- 2.4.9.4 Receipts documenting meal expenses are not required; however, it is incumbent upon the traveler to retain receipts for income tax purposes.
- 2.4.9.5 The maximum meal allowance shall not apply to the President, Corporate Officers or Executive Directors who may expend a fair and reasonable amount for meals while engaged in Corporate business. However, meal expenses in excess of the maximum rates

in paragraph 2.4.9.2, above, must be documented for reimbursement. Documentation shall include a written summary of Corporate business transacted, and names of all attendees.

2.4.9.6 The President when engaging in Corporate business while out of town, is authorized to expend reasonable amounts for meals on the behalf of HHC employees and non-HHC officials accompanying them. Costs shall be documented by original receipts, and a statement of attendees and business discussed shall be provided with submission of the Expense Reimbursement Request (Form HHC 273).

2.4.10 **Miscellaneous Personal Expenses**

2.4.10.1 Laundry Service

Employees on trips of five consecutive days or less are expected to bring sufficient clean clothing with them. Reasonable laundry and dry cleaning costs may be reimbursed for trips in excess of five consecutive days. Receipts must be retained and submitted with the Expense Reimbursement Request (HHC Form 273).

2.4.10.2 Tipping

Allowed when customary and reasonable (see restriction under Meal Allowance). Amount of tips should be written on receipts, where receipts are available.

2.4.10.3 Telephone Calls

- A. Telephone calls are reimbursable for official business when supported by the following information:
- Long distance -date, name of party and number called.
 - Local -date, name of party and number called.
- B. One personal (nonbusiness) call, not to exceed \$5, is reimbursable per each day of approved out-of-town travel. (The President shall not be subject to this limitation.)

3.0 CONFERENCES, CONVENTIONS, SEMINARS, LECTURES, TRAINING

3.1 Responsibility

The President (or designee), Senior Vice Presidents, Executive Directors, Chief Operating Officers will approve requests to attend conferences, conventions, seminars, lectures or training sessions.

3.2 General Information

3.2.1 **Reimbursable Costs**

Reimbursable costs are limited to those short-term (less than one month in duration) educational activities that will directly increase the expertise of HHC staff.

3.2.2 **Maximum Reimbursement for Fees and Tuition**

Reimbursement for registration fees or tuition (exclusive of costs of associated travel, meals, etc.) paid by HHC may be authorized for an employee (with the exception of an Executive Vice President, a Senior Vice President, or the President) in any fiscal year, and may not exceed \$2,500. Tuition payments or reimbursements paid as part of a forgivable loan/work commitment program covered under Operating Procedure No 20-52, *Work Commitments for Forgivable Loan Fellowship, Tuition Reimbursement and Educational Release Time Training Programs*, are exempt.

Further, a training course that is needed to upgrade or augment skills that will benefit the Corporation and exceeds the \$2,500 limit must be approved by the appropriate Network or Central Office Senior Vice President for the respective employee. Documentation must also be provided, explaining the scope of the training course and the benefits to HHC.

3.2.3 **Location of Program-Choice**

In those instances where the same program is being conducted in more than one location, the location requiring the least travel expense is to be selected. Exceptions will be allowed only in the case of house staff whose program year may not permit such a

selection, provided the documentation for this is in the record and available for audit.

3.2.4 **Reimbursement from Other Sources**

Any employee who received reimbursement of registration tuition for a seminar or training course and also received full or partial reimbursement for these expenses from a union welfare fund or educational fund must refund the amount of excess reimbursement to the Corporation.

3.3 **Authorization Procedure**

3.3.1 **Time by which to Submit Request**

Approval is to be obtained at least five days in advance from the Senior Vice President, Executive Director, Chief Operating Officer or Cost Group Manager (or in the case of the President, Senior Vice Presidents or direct reports to the President, from the President's designee) on the appropriate form indicated below:

- For programs conducted out-of-town, HHC Form 495 "Out-of-Town Travel Request and Conference/Seminar Attendance Authorization shall be used to secure the appropriate approval. A separate HHC 495 must be submitted for each attendee and must include a "Department Control Number." The procedures described in Section 2.4 shall pertain.
- For programs conducted locally, HHC Form 2314 "Local Conference/Seminar/Training Attendance Authorization" shall be used to secure the appropriate approval. A separate HHC Form 2314 must be submitted for each attendee and must include a "Department Control Number."

3.3.2 **Justification**

Employees must include in the request a justification for the expenditure, including the benefit to HHC and a plan for sharing information/training gained with similarly situated staff.

3.4 **Reimbursement Procedure**

3.4.1 Use Expense Reimbursement Request Form HHC 273 and attach authorization to attend. (The rules and procedures set forth in Section 2.4.6 shall pertain when out-of-town travel is required).

3.4.2 Evidence of registration/attendance is required.

4.0 BUSINESS MEETINGS

4.1 **General Information**

Business meetings, whenever possible, shall be conducted in New York City. Justification for attendance at a meeting conducted outside the City must accompany the relevant voucher for payment to be approved.

4.2 **Meals**

Meals and refreshments that are taken during business meetings are not reimbursable, with the following exceptions (appropriate receipts are required):

4.2.1 **Meetings conducted by or on behalf of the President**

When official business meetings are conducted by or on behalf of the President with HHC employees or non-HHC officials, reasonable amounts may be expended on meals taken inside and outside of an HHC facility. In addition to meal receipts, documentation shall include name(s) of attendee(s) and a statement of the meeting's purpose.

4.2.2 **Meetings conducted outside an HHC facility**

4.2.2.1 When a Corporation official (Director or higher level) meets on Corporate business with officials who are not HHC employees, meals taken outside of an HHC facility are reimbursable in amounts not to exceed the following rates per person:

Breakfast \$12
Lunch \$18
Dinner \$35

In addition to meal receipts, documentation shall include names of attendees and a statement of the meeting's purpose.

4.2.2.2 Meetings conducted in an HHC facility during normal working hours. When a Corporation official (Director or higher level) meets with officials who are not Corporate employees during normal working hours in HHC facilities reimbursement, not to exceed \$6 per person, in attendance, is permitted for the provision of coffee and/or light refreshment.

Documentation must include a statement of the meeting's purpose, and the names of attendees.

4.2.3 **Meetings and Training Sessions**

If a meeting convened by Corporate officials (Director or higher level) commences before the start of the normal business day, are scheduled for or continue through the lunch hour, or extends beyond the normal close of business, light meals or coffee service is reimbursable at an HHC facility or at another venue where HHC arranges for the catering. Reimbursement is also allowed for food provided during an official training session of HHC personnel at an HHC or outside training facility.

Reimbursement, per person, may not exceed \$12 for breakfast, \$18 for lunch, \$18 for dinner or \$6 for coffee service per person.

Documentation must include the names of attendees, time of the meeting or training session, and a statement of the purpose of the meeting or training session.

4.2.4 **Job Interviews**

When interviewing job candidates, if meals are provided discretion should be exercised as to the level of the position being recruited. (Reimbursement rates must be in accordance with Section 4.2.2.)

4.2.5 **"Retreats" and HHC-Conducted Conferences**

The rules on meals set forth in Section 5.0, below, shall pertain.

4.2.6 The monthly rental of coffee-making equipment and purchase of coffee, tea, and associated supplies is permitted to the extent that its use is business related.

5.0 "RETREATS" AND CORPORATE CONFERENCES/LECTURES

5.1 Responsibility

The President, Senior Vice Presidents, or Executive Directors may authorize an HHC sponsored "retreat" for their senior staff, or a business-related conference or lecture for the benefit of HHC employees.

5.2 General Information

5.2.1 No more than one retreat may be authorized by the same executive for the same staff in a calendar year. (There shall be no limit on retreats conducted by the President.) Retreats may be held within or outside the city.

5.2.2 Conferences or lectures which are sponsored by HHC for the benefit of Corporation employees may be held only within the City of New York, unless an exception is granted, in advance by the President's designee.

5.3 Use of Private Facilities

If a retreat, conference or lecture under this Section 5.0 is to be held at a rented facility (e.g. lecture hall, hotel, conference center), the following rules shall apply:

- The total cost of all goods and services provided to HHC by the facility shall not exceed \$49,999. If total costs exceed that amount, the requirements of Corporate Operating Procedure 100-5 ("Contract Review and Authorization by the Board of Directors") must be met.
- A written agreement, setting forth itemized costs of all goods and services to be provided by the facility, shall be executed prior to the scheduled event.
- If meals are to be provided by the private facility, the negotiated per-person amount shall not be subject to the meal allowance set forth in Section 4.2, above. If attendees are responsible for their own meals during the course of the function, however, the meal limits of Section 4.2 shall apply.
- If lodging is provided by the facility, every effort should be made to minimize costs. Whenever possible, the per room cost should not exceed \$200, exclusive of room tax.

5.4 Speakers

If it is necessary to engage an individual as a lecturer or speaker for the authorized function, the rules governing Expert/Consultant Services (Operating Procedure

203) shall pertain if the speaker is to be paid a fee. In addition, whenever the speaker is to be reimbursed for expenses (whether paid a fee or not), the limitations on cost of travel, meals, accommodations, and other expenses, as well as concomitant requirements of documentation, apply.

5.5 **Payment**

The following items are required to obtain payment to a vendor for providing facilities and/or accommodations under this Section 5.0:

- A fully executed Miscellaneous Reimbursement Request (Form HHC 1166).
- Written justification for and purpose of the meeting/retreat including a list of participants, approved in advance by the appropriate level authority.
- List of attendees (names, titles, departments).
- Original invoices showing details of services charged.
- Copy of the contract negotiated with the vendor for accommodations and/or meals (and other services) to be provided.

5.6 **Out-of-Town Retreats**

When an HHC-sponsored retreat, conference or lecture is conducted outside the City, each attendee shall be required to prepare, in advance, an Out-of-town Travel Request and Conference/Seminar Attendance Authorization form (HHC 495), only if reimbursable out-of-pocket expenses will be incurred by the individual (e.g. gas and tolls, meals, lodging). Expenses shall be consistent with Section 2.4.

6.0 **ORGANIZATIONAL DUES AND MEMBERSHIPS**

6.1 **Responsibility**

The Executive Directors and Senior Vice Presidents (or their designees) will approve requests for organizational dues and memberships. In the case of Senior Vice Presidents and direct reports to the President, requests will be approved by the President (or designee).

6.2 **Policy**

- 6.2.1 Organizational dues and memberships are permissible for employees at the level of Director or higher.
- 6.2.2 When available, memberships must be in the name of the Corporation.

- 6.2.3 When memberships in the name of the Corporation are not available, memberships in the name of the hospital are reimbursable. Prior approval is required of the authorizing executive.
- 6.2.4 When membership is available in the name of an individual only, such expense may be reimbursable if membership carries a Corporate address, and only if the membership is directly related to the employee's Corporate responsibilities.
- 6.2.5 No more than one professional membership may be approved for any individual employee; however, two (2) individual memberships are permissible for persons in the following positions:
- Executive Vice President
 - Network Senior Vice President
 - Senior Vice President
 - Inspector General
 - General Counsel
 - Executive Director
 - Vice President
 - Senior Assistant Vice President
 - Deputy Executive Director
 - Assistant Vice President
 - Chief Financial Officer
 - Director of Nursing
 - Chief Operating Officer
 - Chief Internal Auditor
 - Corporate Comptroller
 - Corporate Chief Compliance Officer
- 6.2.6 There is no limit to reimbursable professional memberships for the President of the Corporation.
- 6.2.7 **Procedure**
- An employee seeking membership in an organization shall complete Form HHC 1095, Justification for Membership in Professional Organization. The employee shall submit Form HHC

1095, together with a copy of the membership application and either a completed purchase requisition Form 110-2 for facility-based employees or a Miscellaneous Payment Request Form HHC 1166 for Central Office-based employees to the Senior Vice President (or their designee), Executive Director or Central Office Cost Group Manager for review.

- **In Central Office**, the signed "Miscellaneous Payment Request" (HHC 1166) and completed membership application (the "voucher package") shall be forwarded to the Accounts Payable Department, for payment through the OTPS Management System.
- **In a facility**, the voucher package shall be forwarded to the Purchasing Department for creation of a purchase order. The Purchasing Department shall then forward the voucher package to the facility's Accounts Payable Department for payment through the OTPS Management System using the instant check mechanism.

7.0 PROFESSIONAL LICENSES

7.1 Policy

Annual fees for retention of a staff member's professional licenses) are reimbursable only when:

- the license is directly related to the employee's Corporate responsibilities, or is a condition of continued employment in the employee's job title, and
- the licensee has been employed by HHC at least one (1) year; and
- the licensee is currently employed in a Group 11 position.

7.2 Notary Public and Commissioner of Deeds

Notary Public and Commissioner of Deeds license and renewal fees are not reimbursable unless the request for reimbursement is accompanied by a statement signed by the employee and countersigned by the Cost Group Manager that the employee's notarial seal shall be available for official business use at no cost to HHC or its employees.

8.0 BUSINESS CARDS

Purchase of business cards is reimbursable (excluding personnel of the Office of the Inspector General) only for upper-line executives, and other staff whose particular job functions, in the opinion of the Senior Vice President or Executive Director, so warrant. Cards must bear the name of the Health and Hospitals Corporation. Purchase of business cards must be approved in advance by a Senior Vice President (or designee) or Executive Director.

9.0 RELOCATION AND MOVING EXPENSES

9.1 Moving Household Goods

9.1.1 Reasonable moving expenses, including packing, unpacking, and insurance of usual household goods may be paid for new employees who must relocate if specifically approved in advance by the President or the President's designee. The cost of moving shall be charged to the cost center to which the employee is assigned.

9.1.2 Moving costs are reimbursable only if the move to the new location exceeds fifty (50) miles. Two written bids from an insured, licensed mover must be obtained; the employee shall be reimbursed on the basis of the lower bid, supported by an actual invoice.

9.2 Personal Transportation

The new employee shall be reimbursed, in a relocation of over 50 miles, for the cost of transportation of the employee, as well as the cost of relocation for his or her spouse and children, if any, who will actually reside in his or her new household. Transportation under this section shall be by common carrier or by personal automobile, in conformity with the procedures and limitations on out-of-town travel for Corporate employees (Section 2.4).

9.3 Temporary Accommodations

The cost of temporary accommodations in a local hotel while a permanent residence is secured is reimbursable only under extraordinary circumstances, and only to the extent permitted in Section 2.4.8. The prior authorization by the President or the President's designee is required, based on a written justification, including anticipated maximum duration.

9.4 Nonreimbursable Expenses

The following costs, but not limited thereto, are not reimbursable by HHC:

- closing costs for sale of a house;
- broker's fees for obtaining a dwelling;
- security deposits when obtaining a dwelling;
- boarding or transportation of pets;
- insuring transportation of collections or art objects.

9.5 Advances

A relocating employee may receive an advance of up to seventy-five percent (75%) of the Corporation's estimated share of moving costs, upon submission and approval of appropriate documentation (e.g. two bids from licensed movers).

9.6 Exceptions

Exceptions to these provisions are at the sole discretion of the President or the President's designee.

10.0 SPECIAL EXPENSES

Expenditures for the following items generally are not reimbursable:

- Flowers -- Purchase of flowers or other decorative material is not reimbursable except for use at authorized Corporate functions, such as awards and recognition ceremonies; hospital open-house and community events; installation of Boards, committees, councils; and special events for patients.
- Items of personal nature -- Purchase of pictures, brochures, certificates, medallions, awards and prizes is not reimbursable except when purchased for official functions associated with employee incentive and recognition programs.
- Interviewing Prospective Employees -- Only the President, Senior Vice President or an Executive Director may authorize reimbursement of out-of-pocket expenses of applicants for executive level positions who are requested to appear for interview. These expenses are reimbursable consistent with Corporate policy on Out-of-town Travel (Section 2.4) and Business Meals (Section 4.2). Receipts shall be obtained, as appropriate.

11.0 NONREIMBURSABLE EXPENSES

Except as authorized in Corporate Operating Procedure 20-13 (Employee Recognition Programs) or 80-2 (Discretionary Community Event Expense Fund), the following illustrates the type of expense that will not be reimbursed by the Corporation:

- Gifts or gratuities, except for reasonable and customary tips associated with meals, taxis and portage as otherwise specified in the procedure.
- Loss or theft of personal property.
- Flowers, fruit baskets, condolence cards, etc., except as specified in Section 10.0, above.
- Political or charitable contributions of any kind.
- Donations or contributions for parties or for special ceremonies.
- Tickets for Corporate personnel to attend dinners and other similar functions, except when such functions further Corporation business and the prior approval of the President or the President's designee is secured.
- Fees for Corporate employees' recreational activities.
- Personal subscriptions for periodicals, newspapers, or other commercial publications.
- Expenses incurred for the benefit of a spouse or dependent, except in conjunction with an approved relocation as set forth in Section 9.0.
- The cost of holiday or other parties for staff (except as set forth in Section 10.0).