



## **Learn about changes to the business travel and expenses policy**

An updated business travel and expenses policy will go into effect on Sunday, Dec. 1. All team members are encouraged to [review the policy](#) and several important updates:

- Travel plans are required for all overnight business and educational travel and must be approved in advance by a Vice President.
- Meals and incidentals incurred during overnight business and educational travel will be reimbursed based on actual costs incurred as defined in the policy. Detailed receipts will be required for any expense of \$50 or more incurred while traveling overnight.
- All daily and overnight travel expenses and any employee expense reimbursements must be submitted within 60 days of the date the expense was incurred in order to be reimbursed.
- Advanced payments for conference registrations can be made up to four months in advance of the conference.
- Local travel should be minimized through the use of electronic communication (e.g., Skype, telephone, etc.) whenever possible.
- Local mileage will be reimbursed only when a team member's total daily mileage is 25 miles or greater (e.g. if a team member travels 30 miles in a day, they will be reimbursed for all 30 miles). Any exceptions to this must be approved by a Vice President in consultation with the Controller's Office.
- Business meals and entertainment expenses must be approved by a Vice President

If you have any questions, please email Accounts Payable Customer Service at [A9@PrismaHealth.org](mailto:A9@PrismaHealth.org) or call 864-797-7600.