

The following are travel guidance for reimbursement from the KET Coalition. Since we operate with federal funding that is dispersed through the State of Tennessee, our guidance is regulated by both fiscal entities. We follow all State and Federal regulations set forth for purchasing and reimbursement, along with our fiduciary that operates under THA.

Please keep in mind, the process that we need to go through for payments sometimes requires bids, contracts, and prior approval from multiple parties, especially for larger ticket items so additional documentation may be requested. Following the provided guidance will save time and the need to resubmit or request information multiple times for payments to be processed.

### Individual Travel:

- You will need to pay travel expenses up front, and the Coalition will reimburse after the event/conference.
- You will need to use the travel reimbursement form from THA. You can find this form here: <http://www.ketcoalition.org/resources/>.
- Reimbursement is paid in accordance to federal GSA rates. You can find current rates here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. According to federal travel regulations, the following are reimbursable:
  - Per Diem (you do not need receipts to get reimbursed for per diem. It is a set rate.
    - Per Diem includes food, and tips
  - Air fare/mileage reimbursement (will need flight receipt)
  - Baggage Fees (will need a receipt)
  - Hotel parking (will need receipt)
  - Airport parking (will need receipt)
  - Hotel (will need receipt) \*taxes and other fees are NOT included in GSA rates
  - Transportation from airport to hotel and back (will need receipt)
- When submitting for reimbursement, submit as ONE document, with travel reimbursement form, followed by receipts. This must be submitted **within 30 days of travel**.
- Be mindful of GSA rates when booking a hotel. Any costs over federal rates will be your responsibility. Taxes and other fees are NOT included in GSA rates
- One day trips are not eligible for per diem reimbursement, but mileage can be submitted.
- Reimbursement is typically paid within 1-2 weeks once submitted.
- You can choose your mode of travel, but reimbursement will be based on most economical means (For example: you can fly first class, but reimbursement will only be paid for economy seats. You can drive or fly, but reimbursement will be based on least expensive route of travel). This is being good stewards of the federal funds we receive.

### Facilities/Agencies

- If the Coalition has approved something for your facility/agency, there are two methods for repayment.
  - We can directly pay the vender from an invoice. Please have vender contact RHC.
  - We can reimburse your facility/agency. If this is the preferred method, the following must be submitted:
    - Vendor Invoice
    - Proof of Payment (ex: receipts)
- Our fiduciary is tax exempt, so make sure invoice has no added taxes.
  - Tax-exempt forms are available from THA upon request.
- The above requested documentation must be submitted **within 60 days of coalition approval** unless specific circumstances (approved by coalition and/or RHCs) prevent that timeline from being met.

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