

Purpose:

To define those site survey expenses which are reimbursed by Pennsylvania Trauma Systems Foundation (PTSF) to the site surveyor.

Procedure:

1. Travel agent will contact site surveyors to secure flight reservations/tickets. Flight reservations should be made expeditiously to take full advantage of the lowest fares.
2. Use of public transportation for direct round trip travel from home to the PTSF, or to the location of the site survey visit, is reimbursable in full. Trips booked at levels above coach fares, e.g., first class, will be reimbursed at the current coach fare rate.
3. When traveling by personal automobile, mileage expenses incurred driving to the PTSF, the site survey location and/or the hotel where the site survey team is located will be reimbursed at the current Internal Revenue Service (IRS) allowance, up to the reasonable charge for airfare between the two points.
4. Tolls and parking charges will be reimbursed when traveling by personal automobile.
5. Transportation (limousine, taxi, bus, etc.) incurred traveling to and from the airport to the PTSF, the location of the site survey, or the hotel where the site survey team is located will be reimbursed in full.
6. Hotel room reservations will be made and guaranteed by travel agent and/or PTSF. The surveyor should obtain a receipt to submit with the expense form for any additional personal expenses incurred.
7. The PTSF will reimburse the site surveyor for food and lodging expenses submitted for the additional stay when the surveyor is unable to return home the evening after a site visit.
8. Reimbursed expenses apply only to the site surveyor.
9. Receipts are required for all reimbursements.

Approved by PTSF Board of Directors:

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