

### Purpose:

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

### Procedure:

1. A PTSF contracted travel agent will contact surveyors to secure flight reservations/tickets, if applicable. Flight reservations should be made expeditiously to take full advantage of the lowest fares.
2. Use of public transportation for direct round trip travel between home and the PTSF, or location of the site 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 between home and the PTSF office, the airport, the site visit location and/or the hotel where the 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. Reasonable transportation costs (limousine, taxi, bus, ride share service, etc.) incurred traveling between the airport and PTSF office, the location of the site visit, or the hotel where the survey team is located will be reimbursed in full.
6. Hotel room reservations will be made and guaranteed by travel agent and/or PTSF.
7. Any fees or expenses that result from changes or cancellations to previously booked survey travel and/or accommodations, that are requested by the surveyor, will be subtracted from the surveyor's honorarium.
8. The PTSF will reimburse the 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.
9. Reimbursed expenses apply only to the surveyor.
10. An expense form will be provided by the PTSF which will be completed by the surveyor and submitted back to PTSF with evidentiary documents such as receipts. This form and all receipts are required for reimbursement.

---

Approved by PTSF Board of Directors and/or Executive Committee:

Original Date: 03/15/1992

Revise Date: 02/09/00, 02/07/02, 02/06/04

Review Date: 04/01/2016, 07/01/2019, 09/16/2021, 02/14/2023