

KENTUCKY PUBLIC HEALTH ASSOCIATION
TRAVEL REGULATIONS

1. APPLICATION OF REGULATIONS
These regulations apply to all members and/or invited guests who are requested and approved by the Board of Directors to perform a service for KPHA and to speakers participating in any program sponsored by KPHA. The KPHA Treasurer is responsible to the President for ensuring that reimbursement for all authorized travel undertaken in the performance of an official duty conforms to the provisions of these regulations. The KPHA Treasurer may refuse reimbursement of expenses that clearly are excessive or otherwise violate the intent of these regulations.
2. (A) PERSONAL FUNDS TO BE PROVIDED
All persons who travel on official KPHA business shall provide themselves with sufficient personal funds to defray all expenses to be incurred in connection with their travel.
(B) REIMBURSEMENT FOR NECESSARY AND ACTUAL EXPENSES
On actual and necessary expenses of official travel will be reimbursed. All travel shall be by the most direct or customarily traveled route. Excessive mileage by an indirect route must be explained.
3. AUTHORIZATION FOR TRAVEL
All travel to be official and reimbursable must have prior written authorization by the President and/or Treasurer and must be for the sole and exclusive purpose of official business.
4. TRANSPORTATION
All persons traveling on official KPHA business shall follow the Kentucky Travel Policy for Public Health Employees and will be reimbursed at the current state reimbursement rate for subsistence and lodging.
5. SUBSISTENCE
(A) Meals- Actual meal expense may be allowed in accordance with the state travel policy.
(B) Lodging – Actual lodging expense may be allowed in accordance with the state travel policy.
6. OTHER EXPENSES
(A) Registration fees- The payment of registration fees by officially designated representatives of KPHA that are required as admittance or attendance fees for participating in meetings will be allowed. If the fee entitles registrant to meals, the cost allocated to meals shall be considered meal expense and so charged. Organizational membership dues as distinguished from registration fees shall be processed for payment on the travel voucher. Registration fees for the KPHA Annual Convention will be reimbursed or deferred only for persons required to participate on the program, i.e., speakers, special guests, etc.
(B) Telephone and telegraph messages- Expenses for necessary official telephone or telegraph messages will be allowed.
(C) Porterage- Reasonable expenses for baggage handling services are allowed, for delivery to or from common carrier, delivery to or from a lodging accommodation.
7. MISCELLANEOUS

KPHA expenses incurred other than above may be processed on a travel voucher, but will be charged with invoice submitted in the same manner as other types of expenses.

8. TRAVEL EXPENSE VOUCHERS

- (A) The KPHA expense voucher will be used for reporting all expenses for which reimbursement is authorized and claimed.
- (B) Expense vouchers will be submitted within ten working days after completion of travel.
- (C) Receipts required to support expenditures in excess of \$5.00 (excluding meals and room charges) must be attached to the voucher. If the claimant has used a personal credit card for official travel expenses, the billing receipts issued to him/her should accompany the travel voucher.
- (D) All items on the voucher must appear in chronological order and each day's expenses shown separately.
- (E) Out-of-state- Exceptions to the allowance limitations established above for meals, lodging and travel will be allowable upon written authorization and justification from the President of KPHA. Such justifications and authorization will be included as part of the official record of reimbursement.

RECEIPTS

I. APPLICATION OF REGULATIONS

These regulations shall apply equally to all officers, board members, committee chairpersons and all section chairpersons who any way act in an official capacity with regard to the execution of the duties and obligations of the KPHA. All the receipts and/or funds made payable to the Association are to be collected by the appropriate officer and/or committee chairperson in turn being forwarded with a letter of transmittal, to the executive director of KPHA for deposit.

II. MEMBERSHIP DUES

The executive director is responsible for receiving those membership dues throughout the year. He/she is responsible for the safekeeping of membership funds collected until these funds are deposited. A copy of the transactions shall be forwarded to the Treasurer.

REGISTRATION

The registration chairperson shall be responsible for receiving those funds paid to the Association for registration at any KPHA sponsored meeting for which registration fees are imposed. He/she is responsible for the safekeeping of all registration receipts until such receipts are transmitted to the executive director, via a letter of transmittal. A copy of the letter of transmittal shall be forwarded to the Treasurer.

EXHIBITS

The exhibits chairperson is responsible for the receipts and/or collecting of all donations or gifts to the Association, which in any way is used to defray the costs of providing social functions at any meeting sponsored by the KPHA. The convention chairperson is responsible for identifying the funds collected as to their source and the purpose for which they are donated to the Association. This chairperson is further responsible for the safekeeping of such donations or gifts until such time as they are transmitted to the executive director for deposit, via a letter of transmittal. A copy of the letter of transmittal shall be forwarded to the Treasurer.