

Reimbursement Policies for UHC Board Members

While UHC board members are not compensated for their time spent in voluntary board service, they may be reimbursed for travel and other direct expenses incurred while representing UHC.

Air Fare:

If you order tickets for UHC travel through Omnibus Travel (801-486-8687 or 800-322-1355), they will usually charge them to Marie's UHC VISA account. Please ask Omnibus to send a copy of the itinerary to Marie, to match up with her VISA statement.

Auto:

If driving your own car to a UHC event or activity, keep track of mileage. UHC's mileage rate is currently \$0.40.

If driving a rental car, UHC will reimburse for the actual cost of rental and gas, up to the amount that would be paid for UHC business mileage alone (receipts are required from the auto rental agency and for gas).

Lodging:

UHC will pay for single accommodations, up to a maximum of \$80/day. If you travel with companions, please cover the difference in cost. (The annual board retreat is an exception--UHC will pay for one room for any number of people.) In Utah (outside Salt Lake City), it is usually possible to find a nice room in a decent hotel/motel for less than \$80--please shop around for a good rate (try Utah.com's lodging information). If lodging outside Utah has been arranged as part of a conference or meeting, UHC will pay the single conference rate, even if it exceeds \$80.

Per Diem Allowance:

Per diem allowance for attendance at UHC or Federation meetings, etc., may be requested for meals not already provided by UHC and not included in meeting registration fees. Please indicate which meals you're including (e.g., W dinner; Th breakfast, etc.). You may request the allowance without receipts (\$6 breakfast, \$9 lunch, \$15 dinner) OR reimbursement for actual costs (less liquor) with receipts, but may not mix the two methods on a single trip.

Credit Card Charges:

Please save not only the individual charge slips, but also the original bill, which usually itemizes the goods and services and shows how much tax is paid. UHC must keep auditable records to get a refund of state taxes. Attach charge slips to a "time, travel, expense, and donation statement" form, indicating what UHC activity the charge was for, and give to Marie Fuertes.

Donated Time:

UHC is required to demonstrate matching contributions for every federal dollar we receive on a 1:1 basis. Your contributed time is essential in meeting this match requirement, so please include all of your donated time at the bottom of every expense report, including time spent in meetings, travel, preparation, program participation or evaluation, and other UHC-related activities.

Donated Expenses:

You may make a donation to UHC by contributing all or a portion of any expense reimbursement due to you by filling in the appropriate amount in the "less cash donation to UHC" space and signing the form. We will send you a receipt for tax purposes, since the IRS recognizes these as cash donations even though the transaction takes place only on paper.