

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Travel Advance	Policy No. 1015.00
Category:	Administrative	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference:	Budget Accounting and Reporting System	

Policy:

- 1.1. Great Rivers Behavioral Health Administrative Services Organization ("Great Rivers BH-ASO") Board members, employees and committee members, as defined in the Great Rivers BH-ASO Travel Policy 1005, may request advances for out-of-town travel expenses. This advance is through Great Rivers BH-ASO and subject to the following conditions.

Procedure:

- 2.1. Great Rivers BH-ASO Board members, employees and committee members shall complete a request for advance using the Great Rivers BH-ASO Travel Advance Request Form. Advance requests shall be based solely upon a reasonable estimate of the applicants travel expense requirements.
- 2.2. The request must be made within fifteen (15) days prior to the date of departure whenever possible.
- 2.3. A check will be issued through the Great Rivers BH-ASO vouchering process and on special occasions through the Great Rivers BH-ASO Revolving Fund.
- 2.4. Settlement of travel advances must be made on or before, fifteen (15) days after completion of travel:
 - 2.4.1. Filing a separate Travel Actual Expenditures Form with required documentation for the travel expenses;
 - 2.4.2. Claims in excess of advance will be reimbursed through the Great Rivers BH-ASO voucher process. Claims less than advance must be accompanied by a board members', employees' or committee members' personal checks or money orders made out to Great Rivers BH-ASO;
 - 2.4.3. Costs related to cashing advance travel checks or purchasing money orders are not reimbursable expenses.
- 2.5. Non-compliance with the conditions stated above may result in loss of privilege. Any default in accounting for, or repaying, an advance shall render the full amount which is unpaid immediately due and payable with interest at the rate of ten (10%) per annum from the date of default until repaid. The Governing Board shall have a prior lien against, and a right to withhold, any and all funds payable, or to become payable, to such employee or volunteer to whom such advance has been given up to the amount of the advance and an annual interest rate of ten (10%) until repayment or justification is made (RCW 42.24.140).

Great Rivers Behavioral Health Administrative Services Organization

POLICY SIGNATURE

DocuSigned by:

Edna J. Fund

3731C87058C2465...

4/14/2020

Edna J. Fund, Chair
Great Rivers BH-ASO Governing Board

Date