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Owner David Walker:
SVP Chief
Resources Ofcr
Reh

Policy Area REHG-Resource,
Engineering and
Hospitality Group

Applicability Providence
Systemwide

PSJH-REH-1007 Corporate Card, Travel, and Expense Policy – Executive Version

Executive Sponsor:	Greg Hoffman, Chief Financial Officer
Policy Owner:	Dave Walker, SVP Chief Resources Officer
Contact Person:	Pat Plaster, Senior Manager Travel Service Kevin Blair, Service Delivery Program Manager
Scope: This policy applies to Providence and its Affiliates ⁱ (collectively known as "Providence") executives (defined as those caregivers with the title of Vice President or higher). <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is this policy applicable to Providence Global Center (PGC) caregivers? This is a management level policy reviewed and recommended by the Policy Advisory Committee (PAC) to consider for approval by senior leadership which includes vetting by Executive Council with final approval by the President, Chief Executive Officer or appropriate delegate.	
Purpose: This policy documents and describes the Providence policy and procedures related to the use of Corporate Cards, Travel, and Expense services for Providence Executives. The intent of this policy is to replace all credit cards in Providence with this method of payment. For travel related questions, executives are encouraged to connect with the Travel Services department via email at phstravel@providence.org . For Corporate Card related questions, executives are encouraged to connect with the Procurement team via email at ProcurementCardAdmin@providence.org . Executives are always encouraged to exercise their judgment in line with our Values and Mission.	
Definitions:	

- A. **REHG Program Administrator:** The person in the Resource Engineering & Hospitality Group (REHG) that is assigned as the program administrator.
- B. **Corporate Card:** A credit card issued to a Providence Executives to be used for official business of Providence for small dollar purchase, travel, and entertainment.
- C. **Out-of-Town Travel:** Providence Executives who travel and require use of airfare or an overnight stay.
- D. **International Travel:** Providence Executives who travel outside of the United States.

Policy:

- Corporate card
 - Corporate Cards must be used for all official Providence business related purchases, travel, and business.
 - Use of the corporate card for personal items is forbidden except in two cases: 1) where one charge includes partially personal item and that personal item will not be submitted in the Electronic Expense Reporting Tool; or 2) in case of emergency.
- Travel
 - Executives are required to utilize Providence contracted Travel Management Company (TMC) to book business travel.
 - All travel reimbursement for out-of-town and local travel (including meals, hotel, car rental, etc.) will be reimbursed using the Electronic Expense Reporting Tool. The travel reimbursement request must be submitted, along with all itemized receipts, for processing in a timely manner to ensure accurate accounting. See FAQ for additional information.
 - Where Executives are unsure of any item(s) in this Policy, they are encouraged to seek clarification from phstravel@providence.org. Prior to all business travel, domestic or international: Consult the Providence travel site, [US State Department Travel Advisories](#) and [CDC](#) for guidance and safety assurance.

Section A: Corporate Card

Requirements:

- A. Executives are eligible to apply for the Corporate Card with completion of the Corporate Card training (refer to reference section).
- B. Late payment fees are the responsibility of the card holders if card holders don't submit expense report by the billing cycle timetable. Extenuating circumstances approved by executive's direct supervisor and documented in Expense Reimbursement Tool will be considered for approval.
- C. Corporate Card should be used to purchase items up to \$5,000 for a single use transaction. Higher limits may be requested by Executives to Procurement Team.
- D. Executives are responsible for all the purchases on their card and for the security of their card. A lost or stolen Corporate Card must be reported to both the bank that issues

Corporate Card and REHG Program Administrator immediately.

E. Using the Corporate Card. This program is not intended to avoid or bypass appropriate purchasing or payment procedures.

1. All transactions must comply with the [REHG Procurement Process – Procedure](#).
2. Purchases from vendors not accepting the corporate card is discouraged.

F. Reconciliation of Charges

1. Card holders are required to:
 - a. Obtain itemized receipts for each transaction charged.
 - b. Reconcile the Corporate Card statement matching the receipts in a timely manner and please refer to FAQ for details.

G. Unauthorized Use and Cancellation of Cards

1. Any Executives that suspect an individual may be abusing this policy in the use of a Corporate Card must notify the REHG Program Administrator (ProcurementCardAdmin@providence.org) and/or the [Integrity Hotline](#).
2. Corporate cards may be cancelled due to termination of employment at Providence, extended leave without pay, violation of Providence policies, non-timely reconciliation, or improper use.

Section B: Travel

Requirements:

1. **Providence Business Travel.** Providence Executives required to travel for business will submit for ordinary and necessary expenses incurred through Electronic Expense Reporting Tool and those expenses will be paid by Providence. Travel requiring airline, rental car, and hotel booking will be arranged through Providence contracted TMC. ***The traveler could forfeit any and all reimbursement for air, car, and hotel reservations if they were not booked through the Providence contracted TMC.*** Exceptions to this policy are for large meetings or conventions that require or offer to facilitate the hotel reservations through the meeting or convention's designated booking process or agent.
2. No more than two system executive council members are allowed on same flight or in same vehicle.
3. All travel arrangements including air, car, hotel, and meals should be conducted with stewardship as a priority.
4. **Spouse or Companion Travel.** Travel expenses incurred by an executive's spouse or companion will not be supported by Providence unless the spouse or companion is required, or invited, to attend a Providence sponsored meeting
5. **Air Travel.** Air travel must be arranged through Providence contracted TMC and consideration shall be given first to Providence preferred airlines. Executive are encouraged to book economy class flight ticket for all travel under four hours. Air travel should always be at the lowest fare, and most flights should be tourist, coach, or economy class. However, when a domestic flight is over four hours, upgraded class

flights may be booked if the Executive decides it is necessary and is approved by direct supervisor.

6. **Cancellations.** Cancellations to air travel can be made by accessing the trip in the online booking portal or by directly contacting the Providence contracted TMC. All airline tickets are the property of Providence.

7. **Rental Vehicles.**

- a. Executives are encouraged to select the most cost-effective option between ride-share vehicle and rental car.
- b. All rental vehicle reservations will be arranged through Providence contracted TMC using Providence contracted rental vehicle companies. See the Providence [auto insurance site](#).
- c. All Executives should carry a current rental vehicle insurance wallet card, which may be found on the Providence Travel site.
- d. All car rental invoices should be paid by the Executives at time of rental car return using their Corporate Card.

8. **Hotel Accommodations.**

- a. Hotel reservations must be arranged through Providence contracted TMC unless related to a convention, conference, or training where a lower group rate has been arranged through the hotel.
- b. Executives should utilize Providence contracted and preferred hotels whenever possible while traveling on Providence business, booking standard room type, with minimal exceptions (See Section 1 Business Travel).
- c. Accommodations should be standard rooms, reasonably close and convenient to the educational/business event location in lodgings corresponding with the purpose of travel. Accommodations will be reimbursed at one person per hotel room rate.

9. **Other Travel Expenses.** Only certain business-related costs incurred during travel are reimbursable. Some examples of other allowable travel expenses included, but are not limited to, (refer to FAQ for detail examples):

- a. Laundry and Dry Cleaning
- b. Gratuities and Tips
- c. Taxi/Car services
- d. Passport and Visa fees when required for Providence travel

10. **Unallowable travel expenses.** Unallowable travel expenses are typically not supported. Unallowable expenses include but are not limited to the following (refer to FAQ for detail examples):

1. Traffic and Parking Citations and Fines
2. In-room movies
3. Gift shop charges

4. Magazines, books, and daily newspapers
5. Childcare expenses
11. **Daily Food Allowance.** Providence will reimburse executives for meals that are actually incurred and are supported by itemized receipts. For Business Meals, executives must submit the restaurant bill itemized receipt with a breakdown of items purchased and the names of the individuals whose meals are being reimbursed.
12. **Alcoholic Beverages.** Reasonable alcohol purchased with meals and/or for business purposes are allowed.
13. **Entertainment.** Entertainment expenses are authorized only when incurred for the specific benefit of Providence. Reimbursement documentation should identify individuals or group in attendance, however if individuals from other organizations are entertained, the IRS regulations require the following:
 - Name(s) of individual(s) entertained
 - Name of the individual(s) firm
 - The place of entertainment
 - What was discussed/ the purpose of the entertainment
14. **Mileage Reimbursement.** Providence will reimburse Executives who use their personal automobiles for Providence business or educational purposes. Personal or indirect miles will not be reimbursed. If an Executive is involved in an automobile accident in their personal vehicle while on Providence business, they will not be reimbursed for the cost of any personal insurance deductible.
 - a. Reimbursement will be at the standard IRS mileage reimbursement rates in effect at the time of travel multiplied by the trip miles ([IRS Standard Mileage Rates](#)). The trip miles will be based on the most direct route between locations per the expense tool calculator, GPS or MapQuest or similar mapping website.
15. **Same Day/Local Travel.** Executives must track the date of travel, the to-and-from locations, the mileage between locations and the business purpose of the trip on the travel expense form. Same Day/ Local Travel is defined as no overnight stay required. For Providence business out of or within the executive's home service area where mileage would be reimbursed for use of own automobile, the Executives should perform a mileage reimbursement calculation versus local rental car cost. The lower cost option should be utilized.
 - Executives using their automobiles to travel to a temporary or alternate work location for official Providence business will be reimbursed by Providence for the traveled miles in excess of the executive's normal commuting miles. See the FAQs for further clarification.
 - Travel from home to the executive's normal work location and back home are personal commuting miles and are not reimbursable. Travel from home to either the airport or directly to an out of town location are reimbursable within previously stated guidelines.

16. **Violation of Policy.** Intentional misuse of travel as described in this policy will be considered a violation of Providence Code of Conduct Policy and may result in disciplinary action up to and including termination of employment.
17. **Exceptions to Policy.** Not every circumstance can be covered by policy. A reason for the exception should be noted in the comments of the expense report. A contractual agreement between Executives and Providence may impact this policy. See the FAQs for further clarification.
18. **International Travel**
- a. **Business Class Airline Travel:** When international travel over seven hours is required, business class airline tickets are allowed. The flight should be the lowest cost fare available for this class of travel. The Executive should consider available budget, type of work to be performed, and trip duration when using this exception. If there is a business reason for an exception to this policy, the executive should practice discretion.
 - b. **Hotel Accommodations:** In international locations where negotiated hotel rates are not available, the caregiver may request the use of preferred negotiated rates of the host supplier or inviting organization.
 - c. **Airport transfers:** Transfers should be made via the hotel at destination or a Providence contracted TMC to insure reliability and safety.
 - d. **Meals:** For international travel, Executives should follow U.S. State Department limits, with few exceptions. https://aoprals.state.gov/web920/per_diem.asp
 - e. **Visa Requirements.** It is the responsibility of the caregiver to secure passports and visas where required. For further information refer to: <https://travel.state.gov/content/travel/en/international-travel.html>
 - f. **Inoculation and immunization requirements** If an inoculation or immunization is required for travel, Providence will reimburse the caregivers for any amount not paid for by the caregiver's insurance. See the FAQ for additional information.
 - g. **Communication** While traveling internationally, there are a few options available for business-related audio, video, or text communication locally and back to the US. Wickr.com and WhatsApp are the preferred, secure Apps for business communication. Any international service will be reimbursable within reason. Confirm with your communications provider that international roaming and/or ISD calling is enabled on your phone with the goal of selecting the most cost-effective option.
 - h. **Travel Assistance Program** All caregivers should check the Providence travel insurance policy coverage document to confirm the coverage and type of travel assistance services available to them. Please carry a copy of your [travel assist ID card](#) with you at all times.
19. **Any exception to the above should be considered in light of our Values.**

Reference:

Travel and Expense Profile Set up tutorial
Corporate Card Tutorial
REHG Procurement Process – Procedure
Providence Corporate Card and Travel Policy FAQs – Executive Version

Attachments:

Providence Corporate Card and Travel Policy FAQs – Executive Version

Applicability:

ⁱ For purposes of this policy, “Affiliates” is defined as any not-for-profit or non-profit entity that is wholly owned or controlled by Providence St. Joseph Health (PSJH), Providence Health & Services, St. Joseph Health System, Western HealthConnect, Kadlec, Covenant Health Network, Grace Health System, Providence Global Center*, NorCal HealthConnect, or is a not-for-profit or non-profit entity majority owned or controlled by PSJH or its Affiliates and bears the Providence, Swedish Health Services, St. Joseph Health, Covenant Health, Grace Health System, Kadlec, or Pacific Medical Centers names (includes Medical Groups, Home and Community Care, etc.).

*Policies and/or procedures may vary for our international affiliates due to regulatory differences.

Attachments

[PSJH Corporate Card and Travel Policy FAQ - Executive July 1 2022.pdf](#)

Approval Signatures

Step Description	Approver	Date
PSJH President/CEO	Cynthia Johnston: Compliance Spec PSJH	10/2020
PSJH Executive Council	Cynthia Johnston: Compliance Spec PSJH	10/2020
PSJH Policy Advisory Committee	Cynthia Johnston: Compliance Spec PSJH	10/2020

Standards

No standards are associated with this document